

**REPORT
OF THE
COUNTY COMMISSIONERS
COUNTY TREASURER
AND OTHER
OFFICERS OF CHESHIRE COUNTY
NEW HAMPSHIRE**

For the Year Ending December 31, 1998



Keene Sentinel Print Shop
Keene, NH
Printed in 1999

For the Year Ending December 31, 1998



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The Report of the
Cheshire County Commissioners
is
Dedicated to



Pictured are Roger Conway (seated) and Jean T. White, with
County Commissioners Gregory T. Martin (left) and Richard J. Daschbach

Roger Conway, Treasurer, 1986-1998
Jean T. White, County Commissioner, 1994-1998

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CHESHIRE COUNTY OFFICERS

COMMISSIONERS	352-8215
Richard J. Daschbach, Westmoreland, NH	
Gregory T. Martin, Keene, NH	
Jean T. White, Rindge, NH	
COUNTY ADMINISTRATOR	352-8215
John Wozmak	
TREASURER	355-3023
Roger Conway, Swanzey, NH	
COUNTY ATTORNEY	352-0056
Edward Burke, Keene, NH	
ASSISTANT COUNTY ATTORNEYS	352-0056
William M. Albrecht, IV	
Kathleen G. O'Reilly	
SHERIFF	352-4238
Douglas Fish, Keene, NH	
CLERK OF SUPERIOR COURT	352-6902
Stillman D. Rogers	
REGISTER OF PROBATE	357-7786
Elizabeth Minkler, Keene, NH	
REGISTER OF DEEDS	352-0403
Evelyn S. Hubal, Keene, NH	
HUMAN SERVICES ADMINISTRATOR	357-4988
Mimi Barber	
MEDICAL EXAMINER	399-4912
Charles E. Schofield	
ADMINISTRATOR OF MAPLEWOOD NURSING HOME	399-4912
James Beeler	
DIRECTOR OF NURSING SERVICES	399-4912
Virginia Royce, RNC	
PHYSICIANS OF MAPLEWOOD NURSING HOME	399-4912
Barry L. Stern, M.D.	
SUPERINTENDENT OF JAIL	399-7794
Richard N. Van Wickler	
DIRECTOR OF FINANCE	355-3035
Marie Knowlton	
FACILITIES MANAGER	399-7341
James Meehan	

CHESHIRE COUNTY DELEGATION 1999 - 2000

District 1	Paul McGuirk, 9 Pine St., N. Walpole 03609	445-2310
District 2	Robert Batchelder, P.O. Box 61, Marlow 03456 John M. Pratt, P.O.Box 726, Walpole 03608	835-6800 756-9528
District 3	McKim Mitchell, P.O.Box 6, Chesterfield 03443	363-8159
District 4	William Roberts, 183 Tower Hill Road, Hinsdale 03451	336-5462
District 5	Irene A. Pratt, 66 Clark Road, Winchester 03470-2201	239-4597
District 6	Edwin O. Smith, P.O. Box 26, Hinsdale 03451	239-8822
District 7	William A. Riley, 55 Tolman Pond Road, Marlborough 03455	827-3262
District 8	Stephen Avery, P.O. Box 495, Dublin 03444 Daniel Burnham, P.O. Box 496, Dublin 03444	563-8801 563-8629
District 9	Joseph P. Manning, 103 Dean Farm Road, Jaffrey 03452 H. Charles Royce, 296 Mountain Road, Jaffrey 03452	532-8083 532-8023
District 10	John B. Hunt, 15 Sunridge Road, Rindge 03461	899-6000
District 11	Margaret E. Lynott, 12 Sandy Road, W. Swanzey 03469 Alfred Lerandean, 19 Old Mill Road, N. Swanzey 03431	352-7756 352-7991
District 12	Barbara H. Richardson, 101 Morgan Road, Richmond 03470	239-8346
District 13	William B. Rose, 683 Old Homestead Hwy., Richmond 03470	239-8690
District 14	Benjamin DePecol, 39 Kelleher Street, Keene 03431	357-0638
District 15	Ronald G. Russell, 74 Beech Street, Keene 03431	352-2648
District 16	David R. Meader, P.O. Box 1030, Keene 03431	352-0977
District 17	Roger Zerba, 340 Pako Avenue, Keene 03431	352-7188
District 18	Timothy N. Robertson, 185 Daniels Hill Road, Keene 03431	352-7006
District 19	Michael Blaisdell, 124 Old Walpole Road, Keene 03431 Richard F. Doucette, 3 Finch Street, Keene 03431 Margaret A. Lynch, 94 Hurricane Road, Keene 03431	357-1096 352-7795 352-8794

COUNTY COMMISSIONERS ANNUAL REPORT 1998

This 1998 annual report to the citizens of Cheshire County is dedicated to Roger Conway and Jean T. White, who retired at the end of this year.

Roger Conway served as Cheshire County Treasurer for 12 years, a period unequaled by any previous Treasurer. Roger's skill and commitment to the citizens of the county and his concern for fiscal responsibility have been exemplary. Over the years of his service, Roger has set the county's financial course in a manner which has given us an excellent credit rating. From this we have all benefited and are grateful for Roger's guidance. We wish him all the best that life can offer in his future years.

Jean T. White has served the citizens of Rindge and Cheshire County as town selectman, State Representative, State Senator and County Commissioner for half a half century. For her most recent four years as a member of the Board of Commissioners, we are especially grateful. Her firm yet serene guidance as our Chair for the past two years has set us on a course of conduct of civility and efficiency. To Jean, we extend our best wishes for the future.

1998 was a banner year for the operations of the various units of Cheshire County government. We are specially proud of the entire staff and leadership of the Maplewood Nursing Home, which received a "deficiency-free" rating following its survey by the State of New Hampshire. We also salute the Nursing Home team for its continuing dedicated work as it maintained its high level of service in the midst of a veritable construction site. As the expansion and renovation of the existing Maplewood Nursing Home facilities and the addition of the Assisted Living Apartments nears completion, we express our deep gratitude to all who have maintained the high level of service for which our Maplewood facility is known throughout New Hampshire.

As we have reported in past years, we are proud of the frequently unsung efforts of the entire team at the County House of Corrections. The demands of working in today's criminal justice system are challenging and largely unnoticed. These efforts are not unnoticed by us.

In 1998, the Board of Commissioners established the position of County Administrator which has been filled by Jack Wozmak. By all accounts, this action has been a large success. Jack Wozmak's background as an attorney and a nursing home administrator has enabled him to enormously assist the Commissioners and the entire management team of the county to reach a high level of efficient and productive operations.

In summary, 1998 was a year of notable achievement for Cheshire County government and again, we recognize that without the dedicated and compassionate work of each and every one of our employees this would not be possible.

Respectfully submitted, Richard J. Daschbach, Clerk

CHESHIRE COUNTY ATTORNEY ANNUAL REPORT 1998

As County Attorney for the County of Cheshire, I herewith submit the report of the Cheshire County Attorney's office for the year ending December 31, 1998.

The primary function of this office is to prosecute felony matters in the Cheshire County Superior Court. We also prosecute misdemeanors, either in the first instance or as appeals from one of the two District Courts in this County (Jaffrey-Peterborough and Keene). I have tried to add a new dimension to the services this office provides by handling some of the more routine legal questions that come up from time to time relative to the various County departments.

In addition, this office will assist the local police departments with an occasional District Court misdemeanor prosecution, especially where the legal issues are complex or there are other circumstances warranting our involvement.

Although I am an elected official, the office performs its prosecutorial duties under the general supervision of the New Hampshire Attorney General.

The attorneys in this office are prepared to assist local law enforcement personnel in other matters as well, including the preparation of such things as search warrants and the drafting of complaints. These departments also look to this office for guidance with respect to the creation and implementation of various policies related to our mutual law enforcement responsibilities.

We also handle Violations of Probation for the Department of Corrections, and we occasionally represent prosecutors' offices from other states when they need to obtain a witness who is a New Hampshire resident, or have some other reason to require the involvement of New Hampshire courts.

In addition to me and my two assistants-- Bill Albrecht and Kathleen O'Reilly---the office is staffed with two secretaries, Kathi Schreiber and Debbie Pickering. A sixth member of the office team is Lyndi Horn, the Victim/Witness Coordinator, whose job it is to stay in contact with victims of crimes, particularly victims of physical and sexual assault, and to make them aware of the various rights accorded victims in the State of New Hampshire.

As County Attorney, I serve as a member of the Cheshire County Domestic Violence Council and regularly attends meetings of the Cheshire Academy, an alternative approach to sentencing which involves a year of intensive probation for certain (usually non-violent) offenders.

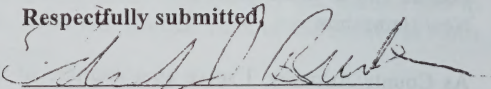
My last report expressed appreciation for the funds budgeted for investigative services, but that need did not pan out as anticipated, and we will proceed in this area by placing heavier reliance than in the past on the Sheriff's Department and the State Police.

The ongoing implementation of computers continues to make a big difference in the way our office functions, even when compared with January of 1997, when I began my first term. A grant allowed us to add a S.P.O.T.S. (State Police Telecommunications System) terminal last Fall; this has proven to be a great benefit to us in the almost daily chore of obtaining and updating criminal and motor vehicle records of criminals. The terminal will also serve as the platform for a more ambitious criminal justice networking system that is due to come on line soon.

What follows below is the case load for 1998. The total number of new cases, 963, is approximately ten percent higher than last year's total of 872. These numbers reflect actual cases filed and do not account for the large number of additional matters for which we are regularly asked to give advice and direction.

CATEGORIES	NO. OF NEW CASES	NO. OF CASES DISPOSED OF
Felonies	272	279
Misdemeanors	181	138
Violations	4	1
Other	40	42
Re-entries	466	383
TOTALS	963	843

Respectfully submitted,



Edward J. Burke
Cheshire County Attorney

CHESHIRE COUNTY REGISTRY OF DEEDS

To the Honorable Board of County Commissioners
and the Citizens of Cheshire County

I hereby submit my annual report for the year ending December 31, 1998 as Register of Deeds of Cheshire County.

The Registry of Deeds staff consisted of the Deputy Register, who also supervises the daily activity of the staff. On September 1st, Polly Wilson, who had been the microfilm technician for the department, retired after 10 ½ year of service with the County. A replacement was hired in November. In December, the reproduction technician position was also filled after being empty since July. Now, two technicians were on staff and the optical scanning task was implemented on a daily basis. There were also four clerks and one bookkeeper on staff.

The volume of recorded documents continued to increase with a total of 15,915 instruments for 1998, which was a 24% increase over the previous year. The additional volume of work also increased the revenue for the department. Fees returned to the County totaled \$446,630, which covered the approved 1998 Deeds' operating budget of \$221,262 and returned an additional \$225,368 to the general fund. \$25,743 of the total was for copies and \$62,388.22 represented the 4% rebate from the collection of the transfer tax for the Department of Revenue. An additional \$24,168 was collected for the surcharge account, which is a separate account and not part of the general fund..

With the redirection of staffing responsibilities, the imaging system finally became available for public use. It helped simplify getting the transfer reports to the towns in a more timely manner. Many positive responses were received from the various towns of the new reporting technique. With the additional funding anticipated in 1999, five more retrieval stations are expected.

With appreciation to Commissioner Jean White and Treasurer Roger Conway for all their assistance. Both had been supportive of the Registry over the years and we all wish them well on their retirement.

The new County Administrator, Jack Wozmak proved to be a competent liaison between the various departments and the commissioners' office.

Respectfully submitted

Evelyn S. Hubal
Register of Deeds

CHESHIRE COUNTY SHERIFF'S DEPARTMENT

Annual Report 1998

The Sheriff's Office is now in a position to reach its maximum capacity to provide services to the courts, the public, and other law enforcement agencies. The eighth full time deputy has been appointed.

While other counties have been struggling with transportation and custody of prisoners in the district courts, Cheshire County has been using two full time deputies funded by a grant to provide these services. I have found that the use of these two deputies with the department van has made prisoner transportation more efficient and effective. While other counties have been requiring legislature to draw lines of responsibilities in these matters, the Cheshire County Sheriff's Office, with local law enforcement and the district courts have already solved the problem. We feel that local control is more efficient and effective.

The newest deputy, Jeff Searles, is a retired Keene Police Officer. He brings a vast amount of experience and training to the benefit of the Sheriff's office. Searles also is a D.A.R.E. instructor and a participant in the Special Olympics activities that the Cheshire County Sheriff's Office has been promoting for the past four years.

Searles joined Deputy Kevin Stone in the positions established by the grant. Stone is a former corrections officer and a member of the Army Reserve. Stone graduated from the N.H. Police Academy twelve week basic training course. Stone was selected by his classmates to represent them with a speech during the graduation ceremonies. Stone is the third Cheshire County Deputy to graduate in the past two years.

Mike Goodchild, another former Corrections Officer and former National Guardsman graduated last year from the academy and this year graduated from the D.A.R.E. instructors' school. Goodchild and Searles will join Cpl. Marty Wyman in the D.A.R.E. programs, reaching the small towns schools. D.A.R.E. is Drug Abuse Resistance Education. It targets fifth grade students as being the age to most benefit. Sheriff Fish has been on the D.A.R.E. Board of Directors for the past two years, representing the Sheriff's Association.

In the Spring, Wyman taught his first classes. There were three at the North Walpole elementary school. Sixty-three students graduated. Wyman will be returning there in the spring of 1999.

Lt. Erwin Ward retired in the spring of 1998 after ten years with the Sheriff's Office. He has been in law enforcement since 1956 and still is the Chief of Police in Alstead. His 69th birthday was on December 7th. Wyman assumed his firearms instructor position. Wyman is also a N.H. National Guardsman.

Ward's retirement caused two promotions. Sgt. Karen Hanson was promoted to Lieutenant and Deputy Wyman was promoted to Corporal. Hanson is the first female Chief Deputy in Cheshire County. She resides in Jaffrey and is a former Jaffrey Police Officer.

The department sponsored fund raising for the Special Olympics. Members of the department have adopted this cause. Heading the efforts have been Cpl. Wyman and Diane Erb, the department secretary. They have attended functions representing the department and fund raising. In 1998, they organized a 5k road race which promises to be even more successful in 1999. Many local businesses showed a great deal of enthusiasm and support. Also assisting were Deputies Bernier, Goodchild, Croteau, and Stone. The total cause raised over \$3,000.00. Members of the department also joined area police officers in the Law Enforcement Torch Run from Keene to Concord. Searles who also has been a runner and associated with Special Olympics for the past 12 years will boost the cause for the deputies in 1999.

The Sheriff and his deputies have also become involved in other causes. Sgt. Jim Savory represented the department in the American Heart Association Jail and Bail. David Robinson and Joseph Trombley have continued to keep the Winter St. entrance open to the public during the Pumpkin Fest, much to the relief of hundreds of people each year. Deputies have taken traffic posts on the state highways during the Clarence Demar Marathon, driven in the Memorial Day and Veteran's Day parades in Swanzey, and the Old Home Day parade in Winchester. Deputies have taken posts at the Cheshire Fair, The Kaboom Fest, and the Keene State College Homecoming, assisting with security. Deputy Croteau represented the Sheriff's Office at Franklin Pierce College Career Day. Deputy Goodchild represented the office at two grammar school functions of transportation demonstrations, one the airport and one at Symond's School in Keene. Sgt. Savory, the highest performer in civil service work, continues to volunteer his time for the Hinsdale School's Senior Week.

Deputy Bernier, who continues to be the second highest performer in civil service work, has continued to represent the office in support of A.A.R.P. program, 55 Alive, a senior citizens defensive driving course.

The Good Shepherd Program is now in place, a program using both Maplewood and Sheriff's Department personnel. The deputies pick up and deliver medical equipment between donors, recipients and Maplewood. Maplewood personnel evaluate, repair, recommend and store the equipment.

All deputies, bailiffs, and office personnel have been screened for tuberculosis again and have been given the opportunity to receive flu and hepatitis shots. All have received training on health related topics. All people carrying firearms and pepper spray have received recertification training. All deputies now have level IIIA bullet/knife proof vests. A goal is to provide these also for the bailiffs.

All personnel have received higher levels of training, higher than has ever been reached by this department. In addition, Diane Erb organized and presented a seminar on the Parallel between Child Abuse and Animal Abuse. It was open to the public, and law enforcement. It was well received.

For the first time, the Sheriff's Office has a SPOTS (State Police On-Line Telecommunications System) terminal. Fish, Hanson, Savory, Wyman, Croteau, Erb and Turcotte had received the mandatory training to operate the terminal. This has proven to be an effective tool for the Sheriff's Office as well as relieving the N.H. State Police Troop C in Keene of some workload.

In my four years as Sheriff, health problems have been in two major forms in addition to colds. Three deputies had to have sinus surgery and others have had sinus problems. Former Sheriff Lysitt and long time deputy, Ralph Winham died. Bailiffs, William Beatty and George Frazier had strokes. In 1997 Deputy Brisson had a heart attack. In the past year Bailiff Jim Brown had a stroke, while Bailiff's Ron Gorges and David Robinson, Part-Time Deputy David W. Rajaniemi and Sheriff Fish had heart attacks. Bailiff and Part-Time Deputy David Robinson died on December 17th of heart failure.

All of the activities reported here are in addition to the prisoner transports, civil process service, investigations, arrests and reports that are normal every day work and will be reported statistically on pages to follow. While some law enforcement agencies promote themselves as the best protection, the Deputies provide the best all around service. They remain busier and more diversified than any other law enforcement agency in the county.

Respectfully submitted,

Douglas K. Fish, Sheriff

The following is a summary of cases investigated, arrests made, etc during 1998 by the
Cheshire County Sheriff's Department.

INVESTIGATIONS

Accomplice to Burglary	1	Information	1
Aggravated Felonious Sexual Assault	2	Missing Person	1
Assault	1	Mittimus	1
Assist Other Police Department	9	No Show Jail	1
Bad Checks	10	Possession of Controlled Drug	1
Bail Jumping	3	Possession of Marijuana	2
Bail Revocation	2	Principle and / or Accomplice to Theft	1
Breach Conditions of Release	2	Probate Court/Bench Warrant	1
Bench Warrant	2	Prohibitive Sales	1
Burglary	6	Protective Custody	2
Burglary Tools	1	Receiving Stolen Property	3
Civil Stop Check	2	Revocation of Bail	1
Civil Capias	2	Safety Issue/CC House of Corrections	1
Civil Order	1	Sexual Assault	2
Civil Standby	1	Show Cause	6
Confrontation	1	Simple Assault	1
Conspiracy to Commit Trespass	3	Theft	4
Criminal Mischief	1	Theft by Deception	1
Criminal Threatening	2	Theft by Unauthorized Taking	1
Defamation	1	Theft of Services	2
Domestic Assault	1	Theft	1
Driving Under Revocation/Suspension	1	Unattended Child	1
Equity Capias/Non-Support/Superior Court	44	Untimely Death	9
Failure to Appear/Superior Court	27	Untimely Death	3
Failure to Pay GAL	1	Untimely Death	3
Failure to Register/Sex Offender	1	Violation of Probation	23
Felonious Sexual Assault	1	TOTAL INVESTIGATIONS	214
First Degree Murder	1		
Forgery	1	CIVIL PROCESS SERVED	3,377
Found Items	1	Subpoenas served for County Attorney	441
Fugitive from Justice	3	Total Papers Served and Processed	3,818
Habitual Offender	5		

ARRESTS

Aggravated DWI	1
Accomplice to Burglary	1
Attempted Burglary	1
Bench Warrant / Keene District Court	1
Burglary	2
Contempt of Court	1
Counterfeit Inspection Sticker	1
Disorderly Conduct	1
Driving After Suspension	4
Endangering the Welfare of a Minor	1
Equity Capias-Superior Court-non support	29
Failure to Appear - Superior Court	1
Felonious Sexual Assault	1
Habitual Offender	2
Operating Under Suspension	1
Possession of Controlled Drugs	3
Possession of Stolen Property	1
Receiving Stolen Property	1
Resisting Arrest	1
Revocation of Bail	1
Show Cause Hearings -Superior Court	19
Violation of Probation	2
Warrants	3
District Court - Failure to Appear	116
District Court - Violation of Court Order	139
	334

MOTOR VEHICLE WARNINGS

AVOID TRAFFIC DEVICE	1
BELOW LIMITS	1
CROSS YELLOW LINE	3
FAIL STOP (SIGN OR LIGHT)	6
FAILURE TO DISPLAY	2
FAILURE TO YIELD	1
IMPROPER PASSING	3
IMPROPER TURN	1
SPEED	57
UNINSPECTED	20
UNREGISTERED	3
TOTAL WARNINGS	98

MOTOR VEHICLE SUMMONS

EYE PROTECTION	1
FAILURE TO STOP (LIGHT OR SIGN)	5
IMPROPER PASSING	1
IMPROPER PERSON OPERATING MV	1
IMPROPER REGISTRATION	1
LITTERING	1
OPERATING W/O VALID LICENSE	2
PASS SCHOOL BUS	1
SPEED	24
UNINSPECTED	42
UNLAWFUL PASSING	3
UNREGISTERED	15
YELLOW LINE	1
TOTAL SUMMONS	98

PRISONER TRANSPORTS BY THE SHERIFF'S DEPARTMENT

FROM	TO	1998
BEDFORD POLICE DEPARTMENT	CHESHIRE COUNTY SUPERIOR COURT	1
BILL'S TRUCK STOP	CHESHIRE COUNTY SHERIFF'S DEPARTMENT	1
BRATTLEBORO VERMONT	CHESHIRE COUNTY JAIL	1
CHESHIRE MEDICAL CENTER	CHESHIRE COUNTY JAIL	2
CHESHIRE MEDICAL CENTER	KEENE POLICE DEPARTMENT	1
CHESHIRE MEDICAL CENTER	NEW HAMPSHIRE STATE HOSPITAL	18
GOFFSTOWN WOMEN'S PRISON	ELLIOTT HOSPITAL	2
GOFFSTOWN WOMEN'S PRISON	KEENE DISTRICT COURT	1
GOFFSTOWN WOMEN'S PRISON	SHERIFF'S DEPARTMENT	1
JAFFREY AREA	CHESHIRE COUNTY JAIL	1
JAFFREY PETERBOROUGH DISTRICT COURT	CHESHIRE COUNTY JAIL	12
JAFFREY PETERBOROUGH DISTRICT COURT	SHERIFF'S DEPARTMENT	5
CHESHIRE COUNTY JAIL	CHESHIRE COUNTY SUPERIOR COURT	282
CHESHIRE COUNTY JAIL	COUNSELING	1
CHESHIRE COUNTY JAIL	FARNUM CENTER	1
CHESHIRE COUNTY JAIL	HILLSBOROUGH COUNTY	1
CHESHIRE COUNTY JAIL	KEENE DISTRICT COURT	465
CHESHIRE COUNTY JAIL	NEW HAMPSHIRE STATE PRISON	4
CHESHIRE COUNTY JAIL	SECURED PSYCHIATRIC UNIT	1
CHESHIRE COUNTY JAIL	SHERIFF'S DEPARTMENT	77
CHESHIRE COUNTY JAIL	PERKINS POND	1
CHESHIRE COUNTY JAIL	PETERBOROUGH PLAZA	13
CHESHIRE COUNTY JAIL	JAFFREY PETERBOROUGH DISTRICT COURT	14
CHESHIRE COUNTY JAIL	MARATHON HOUSE	1
CHESHIRE COUNTY JAIL	STRAFFORD COUNTY	1
CHESHIRE COUNTY PROBATE COURT	FLEET/CITIZENS BANKS	1
CHESHIRE COUNTY SUPERIOR COURT	KEENE POLICE DEPARTMENT	1
CHESHIRE COUNTY SUPERIOR COURT	CHESHIRE COUNTY JAIL	2
CHESHIRE COUNTY SUPERIOR COURT	NEW HAMPSHIRE STATE PRISON	1
CHESHIRE MEDICAL CENTER	CHESHIRE COUNTY JAIL	1
CHESHIRE MEDICAL CENTER	ELLIOTT HOSPITAL	4
CHESHIRE MEDICAL CENTER	NEW HAMPSHIRE STATE HOSPITAL	35
CHESHIRE MEDICAL CENTER	SHERIFF'S DEPARTMENT	1
CITIZENS BANK	CHESHIRE COUNTY PROBATE COURT	1
COUNSELING	CHESHIRE COUNTY JAIL	1

1998 TRANSPORTS

CRANSTON RI	KEENE DISTRICT COURT	1
FARNUM CENTER	SHERIFFS DEPARTMENT	1
GOFFSTOWN WOMEN'S PRISON	KEENE DISTRICT COURT	1
GREENFIELD MASSACHUSETTS	CHESHIRE COUNTY SUPERIOR COURT	1
HILLSBOROUGH COUNTY	SHERIFFS DEPARTMENT	1
HINSDALE	SHERIFFS DEPARTMENT	1
HINSDALE	HINSDALE POLICE DEPARTMENT	1
HINSDALE POLICE DEPARTMENT	CHESHIRE COUNTY JAIL	1
JAFFREY PETERBOROUGH DISTRICT COURT	CHESHIRE COUNTY JAIL	7
JAFFREY PETERBOROUGH DISTRICT COURT	NEW HAMPSHIRE STATE PRISON	1
JAFFREY PETERBOROUGH DISTRICT COURT	SHERIFFS DEPARTMENT	29
KEENE CLINIC	CHESHIRE COUNTY SUPERIOR COURT	1
KEENE DISTRICT COURT	GOFFSTOWN WOMEN'S PRISON	1
KEENE DISTRICT COURT	SULLIVAN COUNTY HOUSE OF CORRECTION	2
KEENE DISTRICT COURT	SHERIFFS DEPT	30
KEENE DISTRICT COURT	CHESHIRE COUNTY JAIL	95
KEENE DISTRICT COURT	NEW HAMPSHIRE STATE PRISON	1
KEENE DISTRICT COURT	WOODSTOCK VERMONT	1
KEENE DISTRICT COURT	YOUTH DEVELOPMENT CENTER	1
KEENE DISTRICT COURT	KEENE DISTRICT COURT	1
KEENE POLICE DEPARTMENT	CHESHIRE COUNTY JAIL	210
KEENE POLICE DEPARTMENT	SHERIFFS DEPARTMENT	22
KEENE POLICE DEPARTMENT	CHESHIRE COUNTY SUPERIOR COURT	6
LAKES REGIONAL CORRECTIONAL FACILITY	CHESHIRE COUNTY JAIL	1
LEBANON POLICE DEPARTMENT	SHERIFFS DEPARTMENT	1
MAIN STREET/KEENE	CHESHIRE COUNTY JAIL	1
MILFORD POLICE DEPARTMENT	ELLIOTT HOSPITAL	2
MONADNOCK FAMILY SERVICES	NEW HAMPSHIRE STATE HOSPITAL	13
MONADNOCK FAMILY SERVICES	CHESHIRE COUNTY JAIL	1
MONADNOCK FAMILY SERVICE/PETERBOROUGH	TROOP C	3
NELSON NEW HAMPSHIRE	JAFFREY PETERBOROUGH DISTRICT COURT	1
NEW HAMPSHIRE STATE PRISON	SHERIFFS DEPT	3
NEW HAMPSHIRE STATE PRISON	KEENE DISTRICT COURT	1
NEW HAMPSHIRE STATE PRISON	CHESHIRE COUNTY SUPERIOR COURT	29
NEW HAMPSHIRE STATE PRISON	CHESHIRE COUNTY JAIL	1
PERKINS POND	SHERIFFS DEPT	4
PERKINS POND	SHERIFFS DEPT	4
PETERBOROUGH PLAZA		4

1998 TRANSPORTS

PROBATION DEPARTMENT	CHESHIRE COUNTY JAIL	4
PROBATION DEPARTMENT	SHERIFF'S DEPT	3
PROTECTIVE CUSTODY	TO RESIDENCE	1
RESIDENCE / WARRANT	SHERIFF'S DEPARTMENT	12
ROUTE 12	SHERIFF'S DEPARTMENT	1
RUTLAND VERMONT	KEENE DISTRICT COURT	1
SAVINGS BANK OF WALPOLE	CHESHIRE COUNTY JAIL	1
SECURED PSYCHIATRIC UNIT	CHESHIRE MEDICAL CENTER	1
SHERIFF'S DEPARTMENT	KEENE DISTRICT COURT	4
SHERIFF'S DEPARTMENT	GOFFSTOWN WOMEN'S PRISON	3
SHERIFF'S DEPARTMENT	CHESHIRE COUNTY JAIL	399
SHERIFF'S DEPARTMENT	LAKE REGION CORRECTIONAL FACILITY	5
SHERIFF'S DEPARTMENT	NH STATE PRISON	47
SHERIFF'S DEPARTMENT	GOFFSTOWN PRISON	1
SHERIFF'S DEPARTMENT	JAFFEY PETERBOROUGH DISTRICT COURT	34
SHERIFF'S DEPARTMENT	LEBANON POLICE DEPARTMENT	1
SHERIFF'S DEPARTMENT	MARATHON HOUSE	3
SHERIFF'S DEPARTMENT	MARLBOROUGH POLICE DEPARTMENT	1
SHERIFF'S DEPARTMENT	MONADNOCK FAMILY SERV/PETERBOROUGH	1
SHERIFF'S DEPARTMENT	NH STATE PRISON SECURE UNIT	1
SHERIFF'S DEPARTMENT	PETERBOROUGH PLAZA	6
SHERIFF'S DEPARTMENT	PERKIN'S POND	9
SHERIFF'S DEPARTMENT	VALLEY STREET JAIL	1
SULLIVAN COUNTY HOUSE OF CORRECTION	KEENE DISTRICT COURT	9
VALLEY STREET JAIL	SHERIFF'S DEPARTMENT	2
WINCHESTER POLICE DEPARTMENT	CHESHIRE COUNTY JAIL	1
WOODSTOCK VERMONT	KEENE DISTRICT	1
WOODSTOCK VERMONT	CHESHIRE COUNTY JAIL	1
WORCESTER MASSACHUSETTS	CHESHIRE COUNTY SUPERIOR COURT	2
WORK LOCATION	CHESHIRE COUNTY JAIL	1
WORK LOCATION	SHERIFF'S DEPT	5
TOTAL		2000

HUMAN SERVICES DEPARTMENT
ANNUAL REPORT 1998

To the Honorable Board of Commissioners and Citizens of Cheshire County: As Human Services Administrator for Cheshire County, I hereby submit my report for the year ending December 31, 1998.

The Human Services Department is responsible for meeting the needs of the elderly, the disabled, the infirm, and the youth of the county who qualify for certain state mandated programs.

For those individuals receiving monetary assistance, the cost of these programs is shared with the state on an equal basis. This year approximately 536 persons received payments at a cost of \$412,575 to the county.

The cost of those individuals residing in nursing homes and eligible for the Medicaid Program is split three ways, with the federal share being 50%; state share being 19.45%; and county share being 30.55% after deduction of any personal income available to the resident. The county expended \$3,311,365 as its share of the costs for approximately 459 individuals during 1998.

The county shares with the Division for Children and Youth Services the costs of certain court-ordered services provided to the juvenile and/or family at a 25% (county) 75% (state) ratio. Some of these services include: foster homes, group homes, in-patient psychiatric facilities, legal counsel, clothing, transportation, diagnostic evaluations, counseling, child health support services, respite services, outreach and tracking services, and medical and dental care. During 1998, there were 311 active cases (cases involving payment/expenses) and the cost to Cheshire county totaled \$598,163

For the last several years, the ten counties within the state have been receiving monies from the Division for Children and Youth Services known as Incentive Funds which are used to fund programs at the local level designed to prevent out-of-home placement for juveniles. Toward the end of 1998, we received approximately \$152,600 in Incentive Funds. The Selection Committee recommended to the Commissioners using an additional \$40,495 of surplus money in our account which consisted of accrued interest and monies awarded in previous years but not completely used by the recipient agencies. A total of \$193,095 was awarded the following agencies to fund programs during 1998: Monadnock Family Services (community-based program designed to provide parent education and support groups for parents of young children, as well as parents of pre-teens and adolescents); Juvenile Conference Committee (court diversion of first-time, non-violent offenders); Home Health Care and Community Services (respite services to poverty-level "at-risk" families); RISE (early intervention program serving developmentally delayed children ages 0-3); Earn-IT (victim restitution program which

arranges work situations for juvenile offenders, ages 12-18, to enable the youthful offender to pay for damages he has caused and to make amends to the community); Monadnock Family Services Challenge Program (a program providing adventure-based counseling for “at risk” youth); Antioch Psychological Services Center (a program providing intensive team-based psycho-social intervention to families considered to be “at risk”); Cheshire County Mediation Program (providing parent-child mediation); Kidspace (formerly known as All-R-Kids Family Center) (to provide a neutral, home-like setting for court-ordered supervised visits between parents and children who have been removed from their homes); Families Matter (family oriented training program provided by the Jaffrey-Rindge Cooperative School District for parents and adolescents (grade 6-8) living in Jaffrey and Rindge); Keene Housing Authority (an after-school program serving children ages 5-12 who are living in subsidized public housing); Troy Elementary School (providing a parenting skills program to 25 families of identified at-risk 5 to 10 year olds); Big Brothers-Big Sisters (to partially support an AmeriCorps Fellow who, in collaboration with a large inter-agency network, will develop and co-ordinate a community-wide youth action plan and communications network); Keene Youth Services Dept. (Chins Diversion Program--to prevent inappropriate or unnecessary court intervention on behalf of Children in Need of Services by implementing mechanisms to divert youth and their families from the judicial system to preventative and community-based services); Samaritans (SamariTEEN Program--to support an educational program to bring awareness of risk factors, warning signs and interventions to teens); Women’s Crisis Services (to partially fund an Education Co-ordinator who will work with local school systems and will provide programs, support and discussion groups relating to building self-esteem, healthy decision-making, dating violence and sexual assault); Winchester Elementary School (providing a parenting skills program to 25 families of identified “at-risk” 3-6 year olds).

The county Human Services Department remains a vital link between the courts, the Division of Children, Youth and Families and the providers of services for children, youth and families.

Respectfully submitted,

Mimi Barber
Human Services Administrator

MAPLEWOOD NURSING HOME 1998 ANNUAL REPORT

1998 was an extremely busy and productive year for Maplewood Nursing Home, with the continued growth of new service programs implemented in 1996 and 1997, as well as the start of the nursing facility's \$4.4 million new construction and renovation project.

Following over a year and a half of planning and architectural design efforts, site work on Maplewood's construction and renovation program began in March of 1998. This renovation and expansion project, encompassing approximately 25,00 square feet of new space as well as the renovation of almost 10,000 square feet of existing space, includes approximately 2,400 square feet of new space for physical, occupational, and speech therapies, as well as a handicapped accessible indoor therapy pool. The project also includes new and renovated space for support areas such as pharmacy, laundry, and dietary, as well as 20 assisted living apartments directly connected to the existing Maplewood Nursing Home building.

By September of 1998 the support areas were renovated and enlarged and ready for occupancy, including a brand new 450 square foot pharmacy, as well as a renovated central supply area, new food storage and office space for the dietary department, plus a completely rebuilt and expanded laundry department. The new laundry department also featured the acquisition and installation of three new commercial washers and dryers. As 1998 drew to a close, staff were preparing to occupy the new physical therapy, occupational therapy, and speech therapy quarters on the first floor of the Maplewood Nursing Home building, including Cheshire County's only dedicated indoor therapy pool. Maplewood Nursing Home and Cheshire County were extremely fortunate to be the recipient of a large bequest from the estate of Clara Wellington, a Spofford resident. Clara Wellington's estate conveyed \$125,000 to Maplewood Nursing Home, of which \$65,000 went to the purchase and installation of a therapy pool, with approximately \$50,000 being used towards the renovation of the patio on the north side of Maplewood Nursing Home.

Maplewood's assisted living apartments were approximately 75% complete by the end of 1998, with occupancy scheduled for late April or early May of 1999. The construction project will be completed in late May and early June of 1999 with the repaving of the front parking lot to the nursing home facility and the paving of the driveway leading up to the nursing home.

Following the successful implementation of the nursing home's specialized behavioral unit (Therapeutic Living Center) in May of 1997, a decision was to expand the TLC unit from 10 to 22 beds in 1998. This specialized unit, with the ability to provide an extremely high nurse to resident staffing ratio, was expanded to 22 beds in April of 1998, primarily as a response to increased consumer demand for this type of service throughout Cheshire County. Not only is the TLC unit set up to provide individualized services to residents with advanced dementia such as Alzheimers, the unit and its staff are also designed to provide long term placements for individuals with acquired brain injuries, as well as Parkinsons disease, Pick's disease, and other related disorders.

Maplewood Nursing Home's existing intermediate level care and skilled nursing programs also continue to be extremely busy throughout 1998, with considerable effort being invested in a skilled nursing service (Medicare Part A) in preparation to the conversion to a new PPS (Prospective Payment System) on January 1st of 1999. In addition, respite care and adult day care programs created during 1997 continued to experience steady utilization throughout the year. By the end of 1998, Maplewood Nursing Home had brought in 90 new admissions for the year, with 86 discharges. Of those 86 discharges, 21 were discharged to home, indicating that more and more short term rehab is being performed at Maplewood Nursing Home, to help restore residents to optimal health prior to sending them back to their home or other place of residence.

Maplewood Nursing Home's nursing department undertook a substantial new program in late 1998, which entailed the creation and approval by the New Hampshire State Board of Nursing of a Certified Nurses Assistants (CNA) class training program. Maplewood Nursing Home had not performed CNA training classes for almost three years, but due to a continual labor shortage in that area, a decision was made to invest substantial resources in holding CNA classes, with the first CNA class starting in November of 1998. That first CNA class graduated 14 new CNAs for Maplewood in December of 1998, the majority of whom accepted employment at Maplewood Nursing Home. Four CNA classes are planned for 1999.

The nursing department at Maplewood also experience a change of leadership in 1998, with Virginia Royce, RNC being promoted to Director of Nursing in August of 1998, and Lisa Kemp, RN, also being promoted to Assistant Director of Nursing in September of 1998. In addition to the above, the nursing department also oriented a total of 126 new employees during 1998, and

performed a total of 81 inservices utilizing both in-house staff personnel and outside resources.

Maplewood's activities department continue their efforts to bring a wide variety of activities to the residents, both through the use of in-house staff as well as outside groups. Over 27 different groups of individuals came in to perform or otherwise interact with the residents at Maplewood throughout 1998, and the activities department, in cooperation with the dietary department, started a new "Healthwatch" weight watchers program and cooking group for residents. In addition, Maplewood retained 2 horticultural therapists to start a horticultural therapy group on a weekly basis in the activities department, and this very rapidly became one of the most popular and well received activities program of any that are offered at Maplewood Nursing Home.

The activities department also continued to coordinate the volunteer activities at Maplewood Nursing Home, with over 45 active volunteers donating 2,289 hours throughout 1998. These volunteers participated in over 1,022 programs at Maplewood, and have proved to be an invaluable resource to augment the activities programs offered by staff at Maplewood.

The Maplewood Nursing Home Auxiliary Association continued fund raising for the patio project throughout 1998, and succeeded in raising \$20,000 for the patio project, which was pledged to the construction of the shade house on the patio. This shade house, which will be a permanent 22 X 36 foot year-round structure on the patio, is scheduled to be constructed in the spring of 1999. The Auxilians also held several successful raffles and other fund raisers on behalf of Maplewood residents, and raised in excess of \$10,000 to be used for other types of projects in the future.

Maplewood Nursing Home implemented a medical coach (wheelchair van) transportation service in April of 1998, with the approval by Cheshire County Commissioners and the Delegation of the purchase of a \$22,000 specially modified wheelchair van. Maplewood also received approval to hire a full-time transportation aide (CNA), and the service was extremely busy throughout the balance of 1998. This transportation service, which was originally scheduled to operate between 20 and 25 transports per month, is now averaging a minimum of 40 transports per month. In addition, Maplewood applied for and received approval to bill Medicaid for transportation van services, thus bringing an additional source of revenue into Maplewood Nursing Home and Cheshire County.

The laundry department, a part of environmental services at Maplewood,

continue to expand the volume of laundry processed over past years. For the year 1998, Maplewood's laundry department processed 555,604 lbs. of laundry, with 460,811 lbs. being Maplewood resident related laundry. The balance of laundry was for the Cheshire County House of Corrections. The current plan is to install a fourth new washer and a fourth new dryer in the laundry department in 1999, thereby completing the replacement cycle on the equipment for what will hopefully be a 7-10 year cycle.

The Maplewood dietary department cooked a record number of meals in 1998, with 309,403 meals being prepared throughout the year. Of this above number, 198,940 were for residents and staff at Maplewood, with approximately 7,000 meals being prepared for special functions. In addition, 102,762 meals were prepared and sent to the Cheshire County House of Corrections. Also in 1998, the Maplewood dietary department ceased contracting with Fitz, Vogt & Associates for a dietitian, and brought that position in-house as of March 1998. Maplewood continues to contract with Fitz, Vogt & Associates for dietary management services, with the dietary manager remaining an employee of Fitz, Vogt & Associates, with all other employees in the dietary department being employees of Maplewood Nursing Home/Cheshire County.

Speech therapy was another program brought in-house as a direct contract as of February 1998, with Maplewood Nursing Home previously contracting for this service from various social service agencies. By bringing this service in-house with a direct contract, not only were additional therapy hours for residents able to be obtained, but this allowed Maplewood Nursing Home to bill Medicare Part B for speech therapy services, thus generating an additional revenue source for Maplewood Nursing Home and Cheshire County.. The speech therapist at Maplewood has focused on dysphagia, defined as swallowing difficulties which tend to plague a large majority of the elderly population.

The in-house nurse practitioner at Maplewood, hired in early 1997, continues to practice 24 hours a week and take 10 days a month of call throughout 1998. This program was extremely successful throughout the year, with a high level of service and responsiveness to Maplewood Nursing Home staff and residents by the nurse practitioner. In addition, as with the speech therapist, having this service in-house allows Maplewood Nursing Home/Cheshire County to bill Medicare Part B for the nurse practitioner's professional services, with revenues from this billing considerably exceeding the budget expectations for the fiscal year of 1998.

One of the highlights of 1998 was a deficiency free survey for the nursing

facility. Continued efforts directed towards program improvements and generally improving the quality of care at the nursing facility were rewarded by Maplewood Nursing Home's first ever deficiency free survey during the facility's annual OBRA survey conducted by the State of New Hampshire's Health Facilities Bureau. This is a state agency working on the contract with the federal government which monitors quality of care delivered in nursing homes statewide. Only about 20% of the nursing homes in New Hampshire are able to complete a deficiency free survey, and the staff at Maplewood Nursing Home deserve recognition for their ability to upgrade the quality of care at the facility in order to receive this distinction. Staff at Maplewood have always maintained that federal OBRA standards for nursing homes are a minimum standard for Maplewood, and that Maplewood staff will always endeavor to exceed the minimum acceptable standards as promulgated by OBRA regulations from the federal government. High quality customer service and continuing improvements in quality of care are the very highest priority for staff at Maplewood.

Maplewood's pharmacy was able to occupy new quarters in 1998, moving from an extremely cramped 100 square foot pharmacy which had been in operation for 22 years, to a spacious completely new 450 square foot pharmacy attached to the east side of the nursing home. Not only has the volume of prescriptions dispensed continued to increase at Maplewood due to new and varied types of drugs available to treat residents, but drugs dispensed at the Cheshire County House of Corrections by Maplewood's pharmacist also continued to increase throughout 1998 as census continued to climb at the House of Corrections.

Maplewood's physical and occupational therapy departments continued their strong tradition of offering extremely high levels of rehabilitative services to Maplewood Nursing Home residents, both under the Medicare Part A and Part B programs, as well as to Maplewood's intermediate care (ICF) residents under the Medicaid and private pay programs. Physical and occupational therapy programs at Maplewood delivered over 20,000 treatments to Maplewood's residents during 1998, as well as continuing to host 6 week internships for occupational and physical therapy students throughout the year. In addition, the directors of both departments sought out and received specialized training in aquatic therapy. with both departments gearing up to be able to provide aquatic therapy service to Maplewood residents with the scheduled opening of the therapy pool in March of 1999. As with several other programs, this new program would also allow Maplewood Nursing Home/Cheshire County to bill Medicare Part B for aquatic

therapy services, thus opening up one additional new revenue source for Maplewood and the County.

1998 was the first full calendar year that the long term care counselor program, under contract with the Department of Health and Human Services, State of New Hampshire, was operational in Cheshire County. This was a very busy year for the County long term care coordinator, with ongoing training of various health care and social services professionals in their role in the assessment and counseling process, along with visits to Medicaid applicants for assessment and counseling throughout Cheshire County, plus as portions of Hillsborough and Sullivan counties. The responsibility of this registered nurse is to screen all applicants for Medicaid eligibility for long term care in Cheshire County, and she performed a total of 258 assessments for Medicaid applicants for nursing facility placement throughout the year. This program has proven to be extremely effective, both in streamlining the application process for Medicaid applicants, as well as providing a much higher level of clinical assessment and counseling to Medicaid recipients when they apply for long term care placement throughout Cheshire County. Cheshire County was only the second county in the state of New Hampshire to implement this program, and based partially on the success of this program, the state of New Hampshire made a decision to expand this long term care counselor program throughout the state of New Hampshire in 1999 and 2000.

1998 also saw the continuation of planning efforts for the Cheshire County Pilot Project. This pilot project, the only one of its kind in the state of New Hampshire, will allow a consortium of non-profit agencies, including Cheshire County, to form a consortium which would then contract with the state of New Hampshire for the delivery of services to all Medicaid recipients in Cheshire County. The pilot project, which would focus on Medicaid services for long term, mental health, and developmental disabilities, would function as a non-profit joint venture, with the county being a 1/6 "owner" of this joint venture. Working in cooperation with a local planning group, the state of New Hampshire submitted an "1115" waiver request to the Health Care Financing Administration in Baltimore in the fall of 1998, and the state and local consortium then began negotiations with the Health Care Financing Administration on this waiver request. It is hoped that this waiver would be approved sometime in 1999, meaning that the actual startup of this program would be the beginning of the year 2000. Cheshire County is extremely pleased to be able to take a lead role in planning and implementation of this project, which would allow the county to be able to better manage its

Medicaid expenditures, but also be able to deliver a much wider range of services to Medicaid recipients such as assisted living and other forms of supported residential care for Medicaid recipients who might otherwise be in a nursing home.

Due to the implementation of several new revenue generating programs at Maplewood Nursing Home over the past several years, gross revenues generated by Maplewood on behalf of Cheshire County have increased dramatically from 1995 through 1999. Actual revenues for 1998 were \$7,976,902, verses budgeted revenues of \$7,887,299. Total expenses for the year were approximately \$7,512,000, which indicates that in terms of operating revenues and expenses, Maplewood Nursing Home is able to generate enough revenue from state and federal programs plus other revenue sources to essentially cover almost all of its total operating costs. Although the nursing home relies on Cheshire County to help fund its ongoing capital needs, Maplewood's ability to continue to fund its operating expenses without tax subsidy is especially significant for Cheshire County taxpayers.

In summary, 1998 continued the trend set in 1996 and 1997 of the continued development of new programs, as well as the refinement and expansion of existing programs for Maplewood residents and the residents of Cheshire County. Along with the construction project begun in 1998, all other activities of Maplewood which are considered to be the "normal course of business" combined to make 1998 an extremely busy and productive year. With the \$4.4 million construction project slated for completion in 1999, as well as the opening of Cheshire County's assisted living apartments, the staff at Maplewood Nursing Home are looking for 1999 to be another very busy year. Maplewood is very proud of the assisted living portion of its construction project, in that Cheshire County is the only county in New Hampshire which is currently a direct provider of assisted living services. Maplewood and Cheshire County continue to set innovative standards for the state of New Hampshire, not only in terms of assisted living and the pilot project, but also with such projects as the therapeutic living center. Staff here at Maplewood Nursing Home look forward to continuing to serve the residents of Cheshire County throughout the years to come.

Respectfully Submitted,

A handwritten signature in cursive script, reading "James R. Beeler". The signature is written in dark ink and is positioned above the printed name.

James R. Beeler, Administrator
Maplewood Nursing Home

Cheshire County Department of Corrections
Annual Report
1998

The Department of Corrections processed 1273 offenders in 1998. The following statistics are submitted:

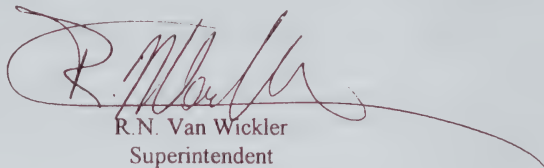
Felonies	192
Misdemeanors	638
Probation and Parole violations	112
Other (Bench warrants, Fugitives)	121
Protective custody holds	288

The difference in the total of violations listed (78) account for offenders who were brought in on more than one charge.

The average daily population for the jail was 99.7 inmates, 8 of which were females. The jail has 109 beds, 84 of which are for general population purposes. We held (by contract) an average of ten federal inmates at any given time, the breakdown of which is 25 males and 7 females for a total of 32. The County received \$181,200. from the federal government for providing these ten beds. 67 inmates were sentenced to weekends and 3 were sentenced to electronic monitoring. The age of offender was from 16 to 45 years. The largest category was age 18, the smallest was age 16.

Our last referral for the Cheshire County Diversion Program came in March of 1998. While funding was approved through July of 1999 for the Diversion program, the program concluded in November of 1998 due to there being no referrals for the program. This severance was difficult, conceptually, as it had provided meaningful program enhancement and an alternative to incarceration for over 127 offenders in three years resulting in significant savings to the County.

The Department of Corrections conducted 45 tours to the public and several public speaking engagements. The average cost of housing an offender nationally, and in NH, is approximately \$21,000. per inmate. When considering the revenue generated in 1998 and subtracting it from our expense, the average cost of housing an inmate in Cheshire County was \$12,181.


R.N. Van Wickler
Superintendent

ANNUAL REPORT FACILITIES DIVISION 1998

Facilities had a tremendously busy and productive year. In addition to the Maplewood Expansion and Assisted Living project, we handled over 70 capital projects, 3,412 routine work orders, over 60 after hours emergency calls and more then two dozen bids or RFPs.

1998 saw the County be electronically connected via microwave. This is a free standing system, owned by the County with no line charges, tower rentals or vendor affiliation. This is a major step towards a more efficient and cost effective means of communicating information, documents, et.al.. between all County departments and facilities.

The Assisted Living Unit has become a reality and should be ready for occupancy in middle to late spring of 1999. The expansion of the Occupational/Physical Therapy and Activities departments in Maplewood, including the addition of a therapy pool, make this project one that Cheshire County can take great pride in. Everyone from the staff to the designers and the contractors have done an outstanding job in the renovation and expansion of this very important area of our long term care facility.

At the Courthouse and Administration building, the entrance to the Sheriff's department and the walkways, on the Northeast corner of the Court House, were demolished. Landscaping and new walkways were designed and installed. The 10,000 gallon, underground fuel oil tank, in the rear of the Court House, was taken out of service and replaced with an 3,000 gallon above ground tank. This bring us into DES compliance for 1998. Removal of the underground tank is planned for 1999.

Our five year ADA plan for this building was completed when the rest rooms, in the basement of the older portion of the Court house, were retrofitted to become ADA compliant. The new fire alarm and electronic security system are complete and operational. This system provides this building with the latest, state of the art, protection system available.

In 1998, we saw the County Finance Department move from Westmoreland to the County Administration Building in Keene. Facilities engineered and coordinated this move. Telecommunications, cable and computer connectivity as well as painting and refurbishing the offices to meet Finance' s needs were carried out with a minimum of fuss or delay. Business continued as usual.

The fiber optic cable, connecting the City of Keene, Cheshire County, Mutual Aid and Monadnet was installed and is now operational. This allows

electronic transmission of information, documents and mail between all government agencies, (as well as access to the internet), without line charges or telephone expenses. All County Departments are equipped to access this system and full compliance will be implemented by department.

We have made great strides in the "cross training" of all our staff. Cross training is now standard operational procedures for all staff members. A marked raise in the general moral is one of the benefits of this practice. All licensed personnel now include training of other staff as part of their routine.

The new Joint Loss Management Committee, under the guidance of the County Safety Officer, has assembled, reviewed and partially implemented a complete set of Disaster Plans. These are now being edited and should be ready for approval and implementation early in 1999. These will become part of the County Safety Manual.

We have established a new and more proactive attitude towards safety. Safety fairs, inservices, safety awards, etc., have all aided in the significant reduction in our compensation rate and number of on the job incidents. The County Safety Officer (SO) has taken over Compensation Claims; reporting and investigation. This will prove to be a more efficient and economical method of processing job related injuries. The SO is also working on the cooperative disaster plans with the surrounding townships and facilities.

We continue to audit and review all outside contracts. Copies of all service contracts are forwarded to the central "Contract File" for review by the County Commissioners. All new contracts are offered for review before approval.

The County Farm produced 1,639,915 lb. of milk in 1998. This is an increase of almost 11% over last year. Due to severe flooding, in the early part of the year, our hay crop was damaged and we had no surplus hay to sell. Cordwood sales were reduced because of the farm's efforts at forest management.

The repairs were again very costly and cut deeply into our revenue.

A Farm Study Committee was established by the delegation for reporting to the Delegation the general efficiency and profitability of the farm operation.

Respectfully submitted
James Meehan, Facilities Manager,
March 3, 1999

CHESHIRE COUNTY TREASURER
annual report 1998

To the Citizens of Cheshire County:

The year 1998 brings to a close my twelve years of serving as your county treasurer. I have enjoyed serving very much and hopefully I have contributed something to the financial success of the county.

The past year was a very busy one with the move of the accounting and finance departments from Maplewood to Keene. I feel that this move was very good for the county and should remain so in the future.

I leave the county knowing that it is in very good financial condition at present and should remain so for many years to come.

Again, my sincere thanks to the finance staff for a job well done for 1998 and wish everyone the best for the future.

Sincerely yours,

Roger W. Conway
Cheshire County Treasurer
1987-1998

1998 ANNUAL REPORT

CHESHIRE COUNTY COOPERATIVE EXTENSION

800 Park Avenue
Keene, NH 03431-1513
352-4550

Cheshire County - UNH Cooperative Extension is part of the educational network connecting University knowledge and research to all residents of Cheshire County. We provide individuals, families, businesses, and communities with direct access to reach generated knowledge from the University. Cheshire County - UNH Cooperative Extension's two major program areas, natural resources and family-community-youth, focus on topics that include community education, child care and development, wildlife management, 4-H youth programs, nutrition and food safety, farm and forestry practices, environmental quality, and more.

The local communities have been the center of UNH Cooperative Extension program efforts since its establishment by Congress in 1914. Cheshire County Extension is one of ten county offices that link the University to local communities. People may drop in or call for information, or participate in programs presented or coordinated by Extension Educators. We offer up-to-date information to help residents make informed choices, answer questions, and help solve problems. we work diligently to identify those issues critical to Cheshire County residents and to formulate non-formal education programs addressing those issues. Cheshire County - UNH Cooperative Extension helps individuals improve their health by changing their diets, helps families better manage their time and money, helps communities solve environmental economic problems, helps the food and agricultural industry keep up-to-date with developing technologies and helps youth become tomorrow's leaders.

Please give us a call at 352-4550 or visit our office at 800 Park Avenue in Keene.

UNH Cooperative Extension programs and policies are consistent with pertinent Federal and State laws and regulations on non-discrimination regarding age, color, handicap, national origin, race, religion, sex, sexual orientation, or veteran's status.

MEMBERS OF THE CHESHIRE COUNTY EXTENSION COUNCIL

1998

Lee Sawyer, Jaffrey
Camelina Nims, Keene
Tom Wyman, Dublin
Bob Mallott, Keene
John Bolles, Sullivan
Brenda Kelley, Winchester
Richard Clark, Gilsum
Gordon Schofield, Hinsdale
Bill Perron, Walpole
Betty Boucher, Fitzwilliam
Leon Wyman, Chesterfield

County Delegation Representative Dan Burnham
County Commissioner Greg Martin

COUNTY EXTENSION EDUCATORS

Lauren Bressett, Extension Educator, 4-H & Youth Development
County Extension Coordinator
Bruce Clement, Extension Educator, Agriculture Resources
Linda Elliott, Extension Educator, Family Development
Marshall Patmos, Extension Educator, Forest Resources
Andrea C. Sawyer, Program Associate, 4-H & Youth Development
Christine Parshall, Program Associate, EFNEP

Support Staff Diane DuGray, Diana Fiorey

FAMILY DEVELOPMENT

Linda Elliott - Extension Educator, Family Development

The Family Development program of the Cheshire County Cooperative Extension helps people of all ages and income levels to learn new skills and apply new knowledge toward better living. The program assists people in the areas of food and nutrition, human development, and family resource management. Each year the educational program focus is determined through the use of advisory committees and surveys, which identify problems and concerns in Cheshire County.

The Extension Educator, Family Development conveys information in a variety of ways. There are 1000 individual contacts per year from people seeking general

information and solutions to specific problems. A bi-monthly newsletter, Extension reaches approximately 1059 Cheshire County families with timely information in all areas of Home Economics. The Cradle Crier, a newsletter for parents of firstborns, is also available for distribution. Currently 326 new mothers are taking advantage of the newsletter, which covers growth and development during their baby's first year of life. Two twenty-five (225) families are also benefitting from the quarterly newsletter, Toddler Tales, which focuses on children ages 12 months to 2 years. Efforts continue, in cooperation with other health agencies, to reach all new parents with this valuable information.

Cheshire County families benefitted from a variety of public workshops, and informational meetings on nutrition, food safety, financial management, consumer issues, stress management, aging, and parenting.

Extension Family Development programs are open to all interested persons regardless of race, color, national origin, religion, sex, age or handicap. To reach as many people as possible, most sessions are scheduled free of charge in the daytime and again in the evening in communities throughout Cheshire County.

AGRICULTURE

Bruce A. Clement - Extension Educator, Agricultural Resources

Cheshire County Cooperative Extension is the major source of unbiased, research based information, education, and management advice for commercial farmers, home gardeners, part-time farmers, landscapers, commercial horticulturists, and other individual residents of Cheshire County. Our major program emphasis is on improving the sustainability of agricultural businesses in Cheshire County, but we conduct programs and provide information on a broad range of topics.

Some highlights for 1998 programs include:

1. The project at the Maplewood complex is progressing well. This year we received a second \$5,000 grant from the Connecticut River Joint rivers Commission to help develop the demonstration garden, river walk trail and woodland trail. Our Master Gardener Volunteers and COVERT wildlife volunteers have been working with us. Let us know if you'd like a tour of this project.
2. We organized the educational program for the 1998 Monadnock Flower Show. The weather didn't cooperate very well but we still had over 400 people attend 14 programs including the feature program with Roger Swain, host of the PBS Victory Garden program.

3. The continuation of our Agriculture Awareness program. We reached over 2000 children and adults with our Cow and Calf to School program, our Sheep Shearing - Wool Education program, and activities we conduct in cooperation with Stonewall Farm.

4. A significant number of other educational programs on such topics as: turf management, forage crops, pesticide recertification, dairy management, beef management, sheep shearing, lambing clinic, pasture walks, farm income tax and home gardening.

5. An Open Barn Day at the County Farm that attracted over 1,000 people.

NATURAL RESOURCES, FORESTRY

Marshall Patmos - Extension Educator, Forest Resources

The Cheshire County, UNH Cooperative Extension Forestry Program provides educational assistance in forest resources to private woodland owners, primary processors, the general public, organizations and communities of Cheshire County. The delivery of assistance is through individual communication, field visits, group meetings and demonstrations, newsletters, bulletins, news articles and radio.

Multiple-use forest management and planning, including timber sales, intermediate forest practices, fuelwood, and wildlife comprise much of the requested assistance provided by the program. Financial and economic aspects of owning and managing woodland are also concerns as are increased awareness and concern for conserving the land base and the concept of ecosystem management. Insects and disease, urban forestry and general forest conservation matters are additional types of assistance requested by the people of Cheshire County. While some assists can be handled by phone or mail, many require a field visit and examination, still others can be addressed through a public forum, meeting or field demonstrations or workshops.

The program provides assistance to the natural resource management of the County property in Westmoreland and Chesterfield. In addition to assistance in timber sale and fuelwood production, the resource awareness and public educational program on County ownership continues. Development and improvement of the Westmoreland nature and river trails and wildlife habitat demonstration areas are a major components of the effort. Also, four natural resource workshops plus Open County Farm Day and the school Conservation Field Day were held at the Westmoreland ownership.

As an outreach source of unbiased research based information, the Cheshire County, UNH Cooperative Extension program is backed up by a team of state

extension specialists and the resources of the University of New Hampshire. Information and educational efforts (news articles, radio, TV, group presentations) are critical components of the program that keep landowners, decision makers and the general public informed about the management and benefits of a healthy forest resource.

Working relationships with other groups and agencies such as the Farm Service Agency, Conservation District, Natural Resource Conservation Service, N.H. Division of Forest and Lands, NH Fish and Game, US Federal Wildlife Service, N.H. Timberland Owners Association, Society for the Protection of N.H. Forests, the N.H. Tree Farm Program, forest industry and private forestry consultants are important in helping to promote the sound management of the forest resource. Referrals and assistance to the private sector and encouragement of its development is an important function of the program.

In 1998 - 610 assists were provided including:

- 193 Woodland owner assisted and applying forest stewardship principles involving 7860 acres
- 231 Insect and disease, and urban forestry assists
- 119 Finance and tax assists
- 45 Marketing assists
- 23 Towns were provided assistance
- 49 Assists and referrals to the private sector
- 65 Information and education (radio, newspaper, presentation, etc.) assists

EFNEP

Christine Lynch - EFNEP Extension Program Associate

The Expanded Food and Nutrition Education Program is run under the Family development component of the Cooperative Extension. The EFNEP Program Associate works with limited resource families in their homes or in group situations to improve the homemaker's knowledge of nutrition through the use of the Food Guide Pyramid. EFNEP also helps the homemaker make informed nutritional and economical choices at the grocery store, and works to help improve cooking and sanitation skills. Information may be provided regarding nutrition during pregnancy, infancy, or for the purposes of weight control. The EFNEP Program Associate is also responsible for presenting the Planning Ahead, Staying Ahead budgeting curriculum in collaboration with the Family Development Educator.

In 1998 EFNEP reached over 40 families and individuals via individual, group, and correspondence instruction. Some of these participants were residents of the Keene Emergency Housing shelters. Many were participants in the Summer Youth

Programs at Monadnock Regional High School and Keene High School. The 1998 graduation rate was approximately 71%.

Over 150 children were reached at the following programs this year: the YMCA After School Programs in Keene, Marlborough, Westmoreland, and Sullivan, the Harmony Lane Clubhouse, Camp Wakonda, the ELM Center Day Camp in Winchester, and the Troy Elementary School.

4-H YOUTH DEVELOPMENT

Lauren L. Bressett - Extension Educator, 4-H & Youth Development
Andrea C. Sawyer - Extension Program Associate

The Cheshire County 4-H Program served 6026 youth in the county during the 1998 program year. These youth have been involved in 4-H clubs, special interest study groups, or school enrichment programs. Extension youth programs have been used by 22 of the towns in the county.

The enrichment programs reached 5673 youth with programs that enrich or expand the regular curriculum in areas including:

- International 4-H Youth Exchange - helping understanding of other countries/cultures
- Kids on the Block Puppets - understanding personal differences/abilities
- Cow to School - understanding our agricultural heritage and dairy foods production
- Conservation Field Day - exploration of agricultural and natural resource topics
- Embryology - the study of incubating and hatching poultry eggs
- Bicycle Safety - safety information, skills, and laws relating to bicycle use
- Forestry - the importance of NH's forests and it's forest industry
- Stream Study Kit - exploration of water quality in local waterways
- Safe at Home - skills for youth to prepare for being home alone
- Talking with TJ - a series on conflict management among students
- Health and personal Development - used by Keene YMCA Summer Camp Program

Many schools participate in more than one of the above programs. All the programs are evaluated regularly and are changed as needed to meet the current needs of the school population. We also provide resource materials to schools upon request in such areas as nutrition, science, safety, and natural resources. We have a number of home school families that also use these programs.

The 4-H Club Program is open to any boy or girl who is at least 8 years old by January 1 of the project year. They may be in 4-H until they are 19 years of age. Children aged 5 to 7 may enroll in the Clover Bud program. The mission of 4-H

is to provide positive experiences for all youth and adults to develop their individual potential as caring and contributing members of an ever-changing world. Besides citizenship and leadership, the most popular project areas include cultural and heritage arts, animal science, foods and nutrition, natural resources, clothing and textiles, mechanical science, gardening, and photography.

County dollars do not go directly into local 4-H clubs. With county funds the Extension Office is responsible for recruiting and training the volunteers, insuring that youth opportunities are available for all youth, and providing up to date, research based curriculum for use by 4-H clubs as well as other youth groups.

The 4-H Club Program functions because of the 97 volunteer leaders and an additional 313 adults who volunteer for various support roles. There are also three volunteer boards that advise the program and manage the money raised by members and volunteers for the program. This money is used for the events, activities, and awards offered to the members. The 4-H Council had income of \$4963. The 4-H Leaders Association raised \$4500. A budget of \$6362 for 1997-1998 in scholarships and awards to leaders and members for recognition and for various trips to 4-H events was passed.

As a result of the quality programs managed by the volunteers as well as the financial support discussed above (and support from the State 4-H Foundation for national opportunities), Cheshire County has a large number of members and volunteers who are offered experiences and honors beyond the county level. In 1998 Cheshire had:

- 20 participate in the Eastern States Exposition agricultural shows
- 3 participate in N. E. Center Activities at the Eastern States Exposition
- 5 serve on State Curriculum Committees
- 15 teens attend NH Teen Conference
- 2 teens participated in National Horse Communications Contest
- 2 teen participate in National Judging Contests
- 2 teens participate in National Quiz Bowls
- 5 serve on Eastern States Exposition Advisory Committees
- 1 Volunteer on State Extension Council
- 2 adults serve on the NH 4-H Advisory Council
- 5 Adults attend the Northeast Leader Forum
- 5 teens serve on the County 4-H Council
- 39 youth attend 4-H camp
- 7 served as 4-H Ambassadors
- 4 youth go on career trips
- 1 teen selected for National Hippology Contest
- 1 teen receiving NH Silver Discover Card Scholarship

Many of the clubs are reaching youth who are considered "at risk" such as those from low income families or with learning disabilities or behavioral problems. Because the 4-H program stresses members setting individual goals and achieving at their own rate such children can readily fit into the program and have equal opportunity to achieve high levels of accomplishment. In some communities guidance counselors refer students to local clubs for enrichment of needed skills. In addition, parents of home schooled children use 4-H clubs to supplement their child's social curriculum, and use Extension materials to enrich their home school curriculum.

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
County of Cheshire, New Hampshire

We have audited the accompanying general purpose financial statements of the County of Cheshire, New Hampshire, as of and for the year ended December 31, 1998, as listed in the table of contents. These general purpose financial statements are the responsibility of the County of Cheshire, New Hampshire's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

Except as discussed in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Government Accounting Standards Board Technical Bulletin 98-1, *Disclosures About Year 2000 Issues*, requires disclosure of certain matters regarding the year 2000 issue. The County of Cheshire has included such disclosures in Note 9. Because of the unprecedented nature of the year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Accordingly insufficient audit evidence exists to support the County of Cheshire's disclosures with respect to the year 2000 issue. Further we do not provide assurance that the County of Cheshire is or will be year 2000 ready, that the County of Cheshire's remediation efforts will be successful in whole or in part, or that parties with which the County of Cheshire does business will be year 2000 ready.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to examine evidence regarding year 2000 disclosures, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the County of Cheshire, New Hampshire as of December 31, 1998, and the results of its operations and cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued our report dated February 19, 1999 on our consideration of the County of Cheshire, New Hampshire's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements of the County of Cheshire, New Hampshire, taken as a whole. The combining financial statements listed as schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the County of Cheshire, New Hampshire. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

Vadon, Halung & Co., PC

February 19, 1999

EXHIBIT A
COUNTY OF CHESHIRE, NEW HAMPSHIRE
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
December 31, 1998

	Governmental Fund Types		Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Totals (Memorandum Only)
	General	Special Revenue	Enterprise	Trust and Agency	General Fixed Assets	General Long-Term Debt	
ASSETS							
Cash	\$270,815	\$247,738	\$602,597	\$351,374			\$1,472,524
Investments	3,173,733		692,103	941,021			4,806,857
Accounts receivable	110,360	4,226	1,355,651	16,730			1,486,967
Due from other funds	1,270,381	6,000	40,148	12,123			1,328,652
Due from other governments	20,493			8,292			28,785
Inventories			61,461				61,461
Prepaid expenses	62,509		308				62,817
Property, plant and equipment (net of accumulated depreciation)			7,089,811		\$10,604,581		17,694,392
Other Assets (net)			13,409				13,409
Amount to be provided in future years for retirement of long-term debt						\$45,911	45,911
Total Assets	\$4,908,291	\$257,964	\$9,855,488	\$1,329,540	\$10,604,581	\$45,911	\$27,001,775
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable	\$1,100,304	\$61,847	\$183,700	\$18,542			\$1,364,393
Accrued expenses	146,342	249	493,015				639,606
Construction retainage			192,104				192,104
Deferred revenue	28,431						28,431
Due to other funds		7,048	1,220,370	101,234			1,328,652
Due to other governments	222,893			170,180			393,073
Due to specific individuals and/or groups				103,319			103,319
Capital lease obligations			5,290,584			\$5,405	5,405
General obligation debt payable						40,506	40,506
Total Liabilities	1,497,970	69,144	7,379,773	393,275		45,911	9,386,075
Fund Equity:							
Contributed capital			546,560				546,560
Investment in general fixed assets					\$10,604,581		10,604,581
Retained earnings			1,929,155				1,929,155
Fund Balance:							
Reserved for encumbrances	18,682						18,682
Reserved for prepaids	62,609						62,609
Unreserved:							
Designated for specific purposes		188,820		936,265			1,125,085
Undesignated	3,329,030						3,329,030
Total Fund Balances	3,410,321	188,820	2,475,715	936,265			17,615,702
Total Liabilities and Fund Balances	\$4,908,291	\$257,964	\$9,855,488	\$1,329,540	\$10,604,581	\$45,911	\$27,001,775

See notes to financial statements

EXHIBIT B
COUNTY OF CHESHIRE, NEW HAMPSHIRE
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
For the Year Ended December 31, 1998

	Governmental Fund Types		Fiduciary Fund Types	Totals (Memorandum Only)
	General	Special Revenue	Expendable Trust	
Revenues				
Taxes	\$7,909,402			\$7,909,402
Intergovernmental	834,237	\$113,963		948,200
Charges for Services	1,033,351	30,330		1,063,681
Miscellaneous	706,831	15,685	\$91,525	814,041
Total Revenues	<u>10,483,821</u>	<u>159,978</u>	<u>91,525</u>	<u>10,735,324</u>
Expenditures				
Current:				
General Government	1,268,757	370,196	600	1,639,553
Public Safety	1,888,940	585,283		2,474,223
Farm	253,402			253,402
Human Services	4,551,216			4,551,216
Capital Outlay	218,912	42,264		261,176
Debt Service	312,250			312,250
Total Expenditures	<u>8,493,477</u>	<u>997,743</u>	<u>600</u>	<u>9,491,820</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>1,990,344</u>	<u>(837,765)</u>	<u>90,925</u>	<u>1,243,504</u>
Other Financing Sources (Uses)				
Operating Transfers In	216,372	787,726	578,620	1,582,718
Operating Transfers (Out)	<u>(1,336,447)</u>	<u>(6,000)</u>	<u>(541,412)</u>	<u>(1,883,859)</u>
Total Other Financing Sources (Uses)	<u>(1,120,075)</u>	<u>781,726</u>	<u>37,208</u>	<u>(301,141)</u>
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	870,269	(56,039)	128,133	942,363
Fund Balances, January 1, 1998	<u>2,540,052</u>	<u>244,859</u>	<u>808,132</u>	<u>3,593,043</u>
Fund Balances, December 31, 1998	<u>\$3,410,321</u>	<u>\$188,820</u>	<u>\$936,265</u>	<u>\$4,535,406</u>

See notes to financial statements

EXHIBIT C
COUNTY OF CHESHIRE, NEW HAMPSHIRE
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES (BUDGETARY BASIS)
BUDGET AND ACTUAL - GENERAL AND SPECIAL REVENUE FUND TYPES
December 31, 1998

	General Fund		Variance Favorable (Unfavorable)	Special Revenue Funds		Variance Favorable (Unfavorable)	Totals (Memorandum Only)		Variance Favorable (Unfavorable)
	Budget	Actual		Budget	Actual		Budget	Actual	
Revenues									
Taxes	\$7,909,402	\$7,909,402					\$7,909,402	\$7,909,402	\$13,099
Intergovernmental	821,138	834,237	\$13,099				821,138	834,237	192,661
Charges for services	840,690	1,033,351	192,661				840,690	1,033,351	118,864
Miscellaneous	593,531	706,831	113,300				593,531	712,395	324,624
Total Revenues	10,164,761	10,483,821	319,060				10,164,761	10,489,385	
Expenditures									
Current:									
General Government	1,313,162	1,271,400	41,762	\$163,980	162,177	1,803	1,477,142	1,433,577	43,565
Public Safety	1,910,362	1,889,090	21,272	595,586	585,283	10,303	2,505,948	2,474,373	31,575
Farm	256,611	254,276	2,335				256,611	254,276	2,335
Human Services	5,131,086	4,551,426	579,660				5,131,086	4,551,426	579,660
Capital Outlay	319,289	278,908	40,381	25,900	42,264	(16,364)	345,189	321,172	24,017
Debt Service	387,275	312,250	75,025				387,275	312,250	75,025
Total Expenditures	9,317,785	8,557,350	760,435	785,466	789,724	(4,258)	10,103,251	9,347,074	756,177
Excess (Deficiency) of Revenues Over Expenditures	846,976	1,926,471	1,079,495	(785,466)	(784,160)	1,306	61,510	1,142,311	1,080,801
Other Financing Sources (Uses)									
Operating transfers in	319,289	267,473	(51,816)	791,466	787,726	(3,740)	1,110,755	1,055,199	(55,556)
Operating transfers (out)	(1,340,186)	(1,336,447)	3,739	(6,000)	(6,000)		(1,346,186)	(1,342,447)	3,739
Total Other Financing Sources (Uses)	(1,020,897)	(1,068,974)	(48,077)	785,466	781,726	(3,740)	(235,431)	(287,248)	(51,817)
Excess (Deficiency) of Revenues Over Expenditures and Other Financing Sources (Uses)	(173,921)	857,497	1,031,418		(2,434)	(2,434)	(173,921)	855,063	1,028,984
Fund Balance (Budgetary Basis), January 1, 1998	2,534,142	2,534,142		(6,961)	(6,961)		2,527,181	2,527,181	
Fund Balance (Budgetary Basis), December 31, 1998	\$2,360,221	\$3,391,639	\$1,031,418	(\$6,961)	(\$9,395)	(\$2,434)	\$2,353,260	\$3,382,244	\$1,028,984

See notes to financial statements

EXHIBIT D
COUNTY OF CHESHIRE, NEW HAMPSHIRE
COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES
IN RETAINED EARNINGS
ALL PROPRIETARY FUND TYPES
For the Year Ended December 31, 1998

	Proprietary Fund Types Enterprise - Maplewood Nursing Home
Operating Revenues	
Charges for services	\$7,131,280
Miscellaneous	<u>1,023,357</u>
Total Operating Revenues	<u>8,154,637</u>
Operating Expenses	
General operating expenses	8,504,916
Depreciation	<u>269,624</u>
Total Operating Expenses	<u>8,774,540</u>
Operating Income (Loss)	<u>(619,903)</u>
Non-Operating Revenues (Expenses)	
Interest	(67,952)
Loss on disposition of assets	<u>(4,207)</u>
Total Non-Operating Revenues (Expenses)	<u>(72,159)</u>
Net Income (Loss) Before Operating Transfers	<u>(692,062)</u>
Operating Transfers In	<u>301,139</u>
Net Income (Loss)	(390,923)
Retained Earnings, January 1, 1998	<u>2,320,078</u>
Retained Earnings, December 31, 1998	<u><u>\$1,929,155</u></u>

EXHIBIT E
COUNTY OF CHESHIRE, NEW HAMPSHIRE
STATEMENT OF CASH FLOWS
PROPRIETARY FUND TYPES
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS
For the Year Ended December 31, 1998

	Proprietary Fund Types Enterprise - Maplewood Nursing Home
Cash Flows From Operating Activities	
Operating Income (Loss)	(\$619,903)
Adjustments to Reconcile Net Operating Income (Loss)	
To Net Cash Provided by Operating Activities:	
Depreciation and Amortization	270,608
Change in Operating Assets and Liabilities:	
(Increase) Decrease in Operating Assets:	
Accounts Receivable	(396,330)
Due From Other Funds	(37,067)
Inventories	1,266
Prepaid Expenses	5,234
Increase (Decrease) in Operating Liabilities:	
Accounts Payable	117,577
Accrued Expenses	56,782
Construction retainage	192,104
Due To Other Funds	6,123
Total Adjustments	216,297
Net Cash Provided (Used) by Operating Activities	(403,606)
Cash Flows From Noncapital Financing Activities	
Operating Transfers In From Other Funds	301,139
Cash Flows From Capital and Related Financing Activities	
Principal Paid on Debt	(210,641)
Interest Paid on Debt	(67,952)
Acquisition of Improvements and Equipment	(3,549,957)
Net Cash Provided (Used) for Capital and Related Financing Activities	(3,828,550)
Increase (Decrease) in Cash and Cash Equivalents	(3,931,017)
Cash and Cash Equivalents January 1, 1998	4,011,470
Cash and Cash Equivalents December 31, 1998	\$80,453

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
December 31, 1998

NOTE 1—SUMMARY TO SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the County of Cheshire, New Hampshire (the County) conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the more significant policies:

Reporting Entity

The County of Cheshire, New Hampshire operates under the Delegation - Commissioner form of government and provides county services as authorized by state statutes. As required by Statement #14 of the Governmental Accounting Standards Board, "The Financial Reporting Entity", these financial statements are required to present the County of Cheshire, New Hampshire and its "component units" (if any). A primary government is defined as any state government or general purpose local government, or special-purpose government that meets all of the following criteria: (a) it has a separately elected governing body, (b) it is legally separate; and (c) it is fiscally independent of other governments.

A component unit is defined as a legally separate organization for which the elected officials of the primary government are "financially accountable". The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable if an organization is "fiscally dependent" on the primary government. Fiscal independency is defined by the GASB as the ability to complete certain essential fiscal events without substantive approval by a primary government, (a) determine its budget without another government's having the authority to approve and modify that budget, (b) levy taxes or set rates or charges without approval by another government, and (c) issue bonded debt without approval by another government. For the year ended December 31, 1998 the financial statements of Southwestern New Hampshire Fire Mutual Aid were included as a special revenue fund.

Basis of Presentation

Fund Accounting

The accounts of the County are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equities, revenues and expenditures or expenses, as appropriate. The various funds are grouped in the financial statements in this report into five generic fund types and three broad fund categories as follows:

Governmental Funds

General Fund - The General Fund is the general operating fund of the County. All general tax revenues and other receipts that are not allocated by law or contractual agreement to other funds are accounted for in this fund. From this fund are paid the general operating expenditures, the fixed charges and the capital improvement costs that are not paid through other funds.

COUNTY OF CHESHIRE, NEW HAMPSHIRE

NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)

December 31, 1998

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

Capital Projects Funds - Capital Projects Funds are used to account for financial resources segregated for the acquisition or construction of major capital facilities, other than those financed by special assessment or enterprise operations.

Proprietary Funds

Enterprise Funds - Enterprise Funds (Maplewood Nursing Home) are used to account for operations (a) that are financed and operated in a manner similar to business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Fiduciary Funds

Trust and Agency Funds - Fiduciary Funds are used to account for assets held by the County as an agent for individuals, private organizations, other governmental units and/or other funds. Trust and Agency Funds include Expendable Trust and Agency Funds. Expendable Trust Funds are accounted for in essentially the same manner as governmental funds. Agency Funds are custodial in nature and do not involve measurement of results of operations.

Account Groups

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

General Fixed Assets Account Group

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. No depreciation has been provided on general fixed assets.

Fixed assets purchased after December 31, 1978 are stated at cost. Fixed assets purchased prior to December 31, 1978 are stated at estimated historical cost. Donated fixed assets are valued at their estimated fair-market value on the date donated.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
December 31, 1998

General Long-Term Debt Account Group

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the Governmental Funds.

The two account groups are not "funds". They are concerned only with the measurement of financial position. They are not involved with measurement of results or operations.

Noncurrent portions of long-term receivables due to governmental funds are reported on their balance sheets, in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, they should not be considered "available spendable resources", since they do not represent net current assets. Recognition of governmental fund type revenues represented by noncurrent receivables are deferred until they become current receivables.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures of fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group.

Enterprise Funds are accounted for on a cost of services or "capital maintenance" measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in net total assets.

Depreciation of all exhaustible fixed assets used by proprietary funds is charged as an expense against their operations. Accumulated depreciation is reported on proprietary fund balance sheets. Depreciation has been provided over the estimated useful lives using the straight line method. The estimated useful lives are as follows:

	<u>Years</u>
Maplewood Nursing Home Buildings	15 - 40
Maplewood Nursing Home Equipment	4 - 25

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
December 31, 1998

County tax revenues are recognized in the year for which taxes have been levied to the extent that they become available, i.e., due or receivable within the current fiscal year and collected within the current period or within 60 days of year end.

Licenses and permits, charges for services and other revenues are recorded as revenues when received in cash as they are generally not measurable until actually received. Investment earnings are recorded as earned if they are both measurable and available.

In applying the susceptible to accrual concept to intergovernmental revenues (grants, subsidies and shared revenues), the legal and contractual requirements of the numerous individual programs are used as a guidance. There are however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the County; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to the purpose of expenditure and nearly irrevocable, i.e., revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if they meet the criterion of availability.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include: (1) principal and interest on general long-term debt which are recognized when due; and (2) prepaid expenditures.

The Proprietary Fund is accounted for using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred. The County has elected not to follow the FASB pronouncements issued subsequent to November 30, 1989 in accounting and reporting for its proprietary operations.

Budgets and Budgetary Accounting

Governmental revenues and expenditures are controlled by a formal integrated budgetary system which is substantially consistent with both Generally Accepted Accounting Principles (GAAP) and applicable State finance-related laws and regulations which govern the County's operations. The County observes the following procedures in establishing the budgetary data reflected in the financial statements:

1. The County Commissioners deliver or mail to each member of the County Convention and to the Chairman of the Board of Selectmen in each town and the Mayor of each city within the County and to the Secretary of State prior to December 1, annually their operating budget for the ensuing calendar year, together with a statement of actual expenditures and income for at least nine months of the preceding calendar year.
2. Within ten to twenty days after mailing the budget, a public hearing is held on the budget estimates as submitted by the commissioners.
3. Twenty-eight days must elapse after the mailing of the operating budget before the County Convention may vote on the appropriations for the ensuing budget period.
4. The County Convention must adopt its annual budget no later than March 31.

COUNTY OF CHESHIRE, NEW HAMPSHIRE

NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)

December 31, 1998

5. The final form of the County Budget is filed with the Secretary of State's office and the Commissioner of Revenue Administration no later than March 31.
6. The Commissioners are authorized to transfer budget amounts from department to department. However, any revisions that alter the total expenditures of any fund must be approved by the Executive Committee of the delegation. These financial statements reflect Commissioners' transfers.
7. Except for the payment of judgements rendered against the County, expenditures cannot exceed the total appropriations which the County Convention has voted.
8. The Commissioners may apply to the County Convention for a supplemental appropriation to be made subsequent to the adoption of the annual County budget. The budget reflected in the financial statements includes one supplemental appropriation approved by the delegation in 1998.
9. Budget appropriations lapse at year end except for any outstanding encumbrances or approved appropriation carryovers.
10. Formal Budgetary integration is employed as a management control device during the year for the General Fund, Special Revenue Funds (County Extension Service and Fire Mutual Aid) and the Enterprise Fund (Maplewood Nursing Home). The County legally adopts one inclusive budget for the General, Special Revenue and Enterprise Funds.
11. Budgets for Governmental Funds are adopted on a basis consistent with generally accepted accounting principles. Budgets for the Enterprise Funds are adopted on a basis which is not consistent with GAAP. Their budgets are prepared on a spending measurement focus using the modified accrual basis of accounting while the Enterprise Fund is reported on a cost of services measurement focus using the accrual basis of accounting.

Reconciliation of Exhibit C to Exhibit B

The results of operations are presented in the Combined Statement of Revenues, Expenditures and Changes in Fund Balances - (Budgetary Basis) - Budget and Actual - General and Special Revenue Fund Types in accordance with the budgetary basis of accounting. The major differences between the budgetary basis of accounting and generally accepted accounting principals are that expenditures are recorded when encumbered as opposed to when the liability is incurred, and encumbrances are recorded as the equivalent of expenditures. The County budgets revenues from the State of New Hampshire Medicaid Enhancement program net of associated payments. Budgets are not adopted for the Juvenile Placement and the Deeds Surcharge Special Revenue Funds, consequently the accompanying financial statements therefore present only partial budgetary activity for special revenue fund types.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
December 31, 1998

General Fund

Revenues and Other Financing Sources - Exhibit C	\$ 10,757,203
Less: Capital Reserve Fund Transfers for Encumbrances (net)	(51,101)
Revenues and Other Financing Sources - Exhibit B	<u>\$ 10,706,102</u>
Expenditures and Other Financing Uses - Exhibit C	\$ 9,899,706
Add: Encumbrances - January 1, 1998	13,320
Less: Encumbrances - December 31, 1998	(77,193)
Expenditures and Other Financing Uses - Exhibit B	<u>\$ 9,835,833</u>

Special Revenue Funds

	<u>Exhibit B</u>	Non-Budgeted <u>Activity</u>	<u>Exhibit C</u>
Revenues	\$ 159,977	\$ 154,413	\$ 5,564
Expenditures	<u>997,743</u>	<u>208,019</u>	<u>789,724</u>
Excess of Revenues Over (Under) Expenditures	<u>(837,766)</u>	<u>(53,606)</u>	<u>(784,160)</u>
Other Financing Sources (Uses):			
Operating Transfers In	787,726		787,726
Operating Transfers Out	<u>(6,000)</u>		<u>(6,000)</u>
Total Other Financing Sources (Uses)	<u>781,726</u>		<u>781,726</u>
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	(56,040)	(53,606)	(2,434)
Fund Balance - January 1, 1998	244,859	251,820	(6,961)
Fund Balance - December 31, 1998	<u>\$ 188,819</u>	<u>\$ 198,214</u>	<u>\$ (9,395)</u>

Deposits and Investments

Cash and Cash Equivalents

For purposes of the statement of cash flows, cash, highly liquid investments (NHPDIP), and the interfund balance with the general fund are considered to be cash equivalents.

Deposits

At December 31, 1998, the carrying amount of the County's deposits was \$1,472,524 and the bank balance was \$867,225, of which \$790,604 was either fully insured by federal depository insurance or collateralized by U.S. obligations held by the bank in the bank's name and \$76,621 was uninsured and uncollateralized.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
December 31, 1998

Investments

Investments consist of certificates of deposit, repurchase agreements and/or investments in the Public Deposit Investment Pool and are reported at cost, which approximates market value.

The County Treasurer is authorized by State statutes and with the approval of the Commissioners to invest excess funds "in obligations of the U.S. Government, in the Public Deposit Investment Pool established in accordance with RSA 383:22-24, in savings bank deposits of banks incorporated under the laws of the State of New Hampshire or in certificates of banks incorporated under the laws or in the State of New Hampshire or in national banks located within the State or the State of Massachusetts".

New Hampshire Public Deposit Investment Pool

The County participates in the New Hampshire Public Deposit Investment Pool established in accordance with N.H. RSA 383:22-24. Total County funds on deposit with the Pool at December 31, 1998 were \$4,806,858. Based on GASB Statement No. 3, investments with the Pool are considered to be unclassified for custodial credit risk.

Inventories

Inventories of the Enterprise Funds (Maplewood Nursing Home) consist of materials and supplies and are recorded at the lower of cost (first-in, first-out basis) or market.

Interfund Receivables

Interfund loans receivable (reported in the "due from" asset accounts) are considered available spendable resources.

Accumulated Unpaid Vacation and Sick Pay

Generally accepted accounting principles require that the current portion of vacation liabilities be reported on the governmental fund balance sheets. The County's accrued accumulated vacation in the General Fund was \$75,451.

At the Nursing Home, vacation may be accrued to one and one-half times the employee's maximum. Any vacation accrued beyond this amount will be forfeited.

At the Nursing Home (Enterprise Fund), employees are allowed to take a given holiday within a period running from thirty days before to thirty days after that time frame, although the Nursing Home administrator may grant exceptions to that rule. Consequently, the Nursing Home accrues accumulated unpaid vacation pay and recognizes the expense in the period the pay is earned. The accumulated accrual at December 31, 1998 was \$192,523.

Sick leave accumulates at the rate of 0.83 days per month and may be accumulated to a maximum of sixty days

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
December 31, 1998

Under the current sick leave policy, upon accumulation of sixty days sick leave, all sick leave days over sixty days are paid to the employee at the end of the year, at the rate of one-half day per day accumulated. Employees may not carry over such compensation to subsequent years nor are they eligible to be paid for any unused sick leave time should they terminate their employment. However, when the current sick leave policy was adopted in 1982, accumulated sick leave to that time vested from those employees who were hired prior to 1978. These amounts are not material to the financial statements.

Capital Lease Agreement - Sheriff's Vehicles

The County's General Fund has entered into agreements for the lease of vehicles for the Sheriff's Department. The leases meet the criteria of a capital lease as defined by Statement of Financial Accounting Standards No. 13, Accounting for Leases. Accordingly, equipment has been recorded in the General Fixed Asset account and the principal balance of the capital lease has been recognized in the General Long-Term Debt account group. As required by the Government Accounting Standards Board (GASB), the acquisition of the vehicles and the proceeds from the capital lease have been recognized at the beginning of the lease.

Total Columns (Memorandum Only) on Combined Statements

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or change in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NOTE 2—RETIREMENT PLANS

Defined Benefit Pension Plan

Plan Description

The County contributes to the New Hampshire Retirement System (NHRS), a cost-sharing multiple-employer defined benefit pension plan administered by the NHRS Board of Trustees. The plan provides service, disability, death and vested retirement allowances to plan members and beneficiaries. Benefit provisions are established and may be amended by the New Hampshire State legislature. The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for NHRS. That report may be obtained by writing to New Hampshire Retirement System, 4 Chenell Drive, Concord, New Hampshire 03301.

Funding Policy

Covered public safety employees and general employees are required to contribute 9.3% or 5% of their covered salary respectively, and the County is required to contribute at an actuarially determined rate.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
 December 31, 1998

The County’s contribution rate for covered public safety employees was 3.39% and 3.86% for general employees. The County contributes 65% and the State contributes 35% of the employer cost for the public safety employees. On behalf fringe benefit contributions by the State have not been recognized in these financial statements as they are not material.

Under RSA-100:16, plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The County's contributions to the NHRS for the years ending December 31, 1998, 1997, and 1996 were \$219,721, \$180,125, and \$144,602, respectively, equal to the required contributions for each year.

Deferred Compensation Plan

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts and all income attributable to those amounts, property or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the County (without being restricted to the provisions of benefits under the plan), subject only to the claims of the County's general creditors. Participants' rights under the plan are equal to those of general creditors of the County in an amount equal to the fair market value of the deferred account for each participant.

It is the opinion of counsel that the County has no liability for losses under the plan but does have the duty of due care that would be required of any ordinary prudent investor. The County believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

The plan is administered by a nongovernmental third party which provides financial data to the County annually.

NOTE 3—INDIVIDUAL FUND INTERFUND RECEIVABLES AND PAYABLES

The balances at year end were:

	Interfund <u>Receivables</u>	Interfund <u>Payables</u>
General Fund	\$ 1,270,381	
Special Revenue Funds:		
County Extension Service		\$ 1,048
Fire Mutual Aid	6,000	6,000
Expendable Trust Funds:		
Wellington Fund		22,596
Capital Reserve Funds	6,000	38,086
Enterprise Fund:		
Maplewood Nursing Home	40,148	1,220,370

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
 December 31, 1998

Agency Funds:		
Register of Deeds		40,552
Sheriff - Escrow and Fees		
Maplewood Nursing Home Patient Funds	6,123	
Total	<u>\$ 1,328,652</u>	<u>\$ 1,328,652</u>

NOTE 4--RISK MANAGEMENT

The County is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The County, along with numerous other municipalities in the State, is a member of three public entity risk pools in the State currently operating as a common risk management and insurance program for which all political subdivisions in the State of New Hampshire are eligible to participate. The pools provide coverage for workers' compensation, unemployment and property liability insurance. The County pays annual premiums to the pools for its various insurance coverage. These pools are permitted to make additional assessments should there be a deficiency in pool assets to meet liabilities. Generally accepted accounting principles require members of pools with a sharing of risk to determine whether or not such assessment is probable and, if so, a reasonable estimate of such assessment. At year end the County has determined that the likelihood of an additional assessment is not probable.

NOTE 5--FIXED ASSETS

Changes in General Fixed Assets

	Beginning of Year	Additions	Disposals	End of Year
Cost or Estimated Value				
Building and Land:				
General Government and Jail	\$ 8,315,581			\$ 8,315,581
New Farm Building	934,702			934,702
Equipment:				
General Government and Jail	839,969	\$ 123,245	\$ (7,881)	955,333
County Farm	313,772	53,700		367,472
County Attorney		31,493		31,493
Total	<u>\$ 10,404,024</u>	<u>\$ 208,438</u>	<u>\$ (7,881)</u>	<u>\$ 10,604,581</u>

Property, Plant and Equipment - (Enterprise Fund) depreciable assets at year end are summarized as follows:

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
December 31, 1998

Description	Beginning of Year	Additions	Disposals	End of Year
Land	\$ 75,211			\$ 75,211
Water System	752,109	\$ 1,488		753,597
Wastewater System	359,434	4,909		364,343
Building and Improvements	4,229,270	62,007		4,291,277
Equipment	888,722	154,224	\$ (21,036)	1,021,910
Construction in Progress	344,997	3,327,329		3,672,326
Accumulated Depreciation	(2,836,058)	(269,624)	16,829	(3,088,853)
Total	<u>\$ 3,813,685</u>	<u>\$ 3,280,333</u>	<u>\$ (4,207)</u>	<u>\$ 7,089,811</u>

NOTE 6—LONG-TERM DEBT

The following is a summary of the long-term debt transactions of the County for the year:

Payable at Beginning of Year	\$ 5,807,612
Obligations Issued	-
Obligations Retired	(476,522)
Payable at End of Year	<u>\$ 5,331,090</u>

Long-term debt payable is comprised of the following issues:

Nursing Home: Bonds and Notes Payable:	
\$4,223,000 - 1975 Nursing Home Bonds, due in annual installments of \$150,000 to \$100,000 through November, 2005; interest at 7.20%	\$ 770,000
\$4,400,000 - 1997 Nursing Home Addition Bonds, due in annual installments of \$325,000 to \$310,000 August, 1999 to 2012; interest at 4.50% to 5.10%	4,400,000
\$302,042 - 1996 Waste Water Upgrade Bonds, due in annual installments of \$60,292 through September, 2000; interest at 1.45%	120,584
Total Nursing Home	<u>5,290,584</u>
General Long-Term Debt Account Group:	
\$100,681 - 1996 Waste Water Upgrade Bonds, due in annual installments of \$20,253 through September, 2000; interest at 1.45%	40,506
Total Bonds and Notes Payable	<u>\$ 5,331,090</u>

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
December 31, 1998

Capital Lease Obligation:	
1997 Lease payable, due in three annual payments of \$5,796, including interest at 7.25%, final payment due in December, 1999	\$ 5,796

The annual requirements to amortize all debt outstanding are as follows:

Year Ended December 31,	Principal	Interest	Total
1999	\$ 555,545	\$ 266,652	\$ 822,197
2000	525,545	240,061	765,606
2001	425,000	215,630	640,630
2002	425,000	193,480	618,480
2003	410,000	171,330	581,330
2004-2008	1,750,000	551,700	2,301,700
2009-2012	1,240,000	155,930	1,395,930
Total	\$ 5,331,090	\$ 1,794,783	\$ 7,125,873

Future minimum payments under the capital leases consist of the following at year end:

Year Ended December 31,	Principal	Interest	Total
1999	\$ 5,405	\$ 391	\$ 5,796

The State of New Hampshire annually reimburses the County for a portion of Wastewater related debt. Reimbursements during 1998 totaled \$16,809.

NOTE 7--NET WORKING CAPITAL

The net working capital for the Nursing Home Enterprise Fund as of December 31, 1998 is \$107,534.

NOTE 8--RESERVES AND DESIGNATIONS OF FUND EQUITY

The County has established "reserves" of fund equity to segregate fund balances which are not available for expenditure in the future or which are legally set aside for a specific future use. Fund "Designations" have also been established to indicate tentative plans for future financial utilization.

Reserved for Encumbrances - Encumbrances of fund balances of the General Fund are carried forward to the subsequent fiscal year. Encumbrances outstanding at year end are reported as reservations of fund balances since they do not yet constitute expenditures or liabilities.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
December 31, 1998

General Fund:	
General Government	\$ 13,012
Public Safety	191
Farm	874
Human Services	210
Capital Outlay	62,906
	<hr/> 77,193
Less Revenue not susceptible to accrual	(58,511)
	<hr/> <hr/> \$ 18,682

Designated for Specific Purposes – Designated for specific future expenditures as follows:

Expendable Trust Funds:	
Heman Chase Fund	\$ 648
Wellington Fund	26,143
Total Expendable Trust Funds	<hr/> 26,791
Capital Reserve Funds:	
Courthouse	55,377
Jail	78,115
Nursing Home	417,747
Farm Building	19,369
Farm Equipment	14,799
Waste Water Treatment	25,035
Finance Computer	151,095
Administration Building	40,555
Tank Replacement	47,206
Legal	25,658
Fire Mutual Aid	34,518
Total Capital Reserve Funds	<hr/> 909,474
Total Designated for Specific Purposes	<hr/> <hr/> \$ 936,265

NOTE 9—CONTINGENCIES

Litigation

There are various claims and suits pending against the County which arise during the normal course of activities. In the opinion of management, the ultimate disposition of these claims and suits would not have a material effect on the County's financial position.

Other Contingencies

The County participates in federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The County expects the amount of any expenditures if any, which may be disallowed to be immaterial.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)
December 31, 1998

Year 2000 Computer Systems and Equipment Issue

The year 2000 issue is the result of problems and shortcomings in computer systems and equipment that has the potential to adversely affect operations beyond the year 1999. Basically the problem is attributed to the shortsightedness of programmers who eliminated the first two digits in writing the year in computer programs. This could cause a system to either process inaccurately or shut down altogether. Another factor that may affect systems is the leap year calculation for the year 2000. Generally accepted accounting principles require that the County of Cheshire disclose its status relative to the year 2000 anticipated computer problems. To this end the Governmental Accounting Standards Board has described four stages that governmental entities should pass through to become year 2000 compliant. The stages are:

1. **Awareness Stage** - Where a budget and a project plan for dealing with the year 2000 issue is developed.
2. **Assessment Stage** - Where the entity actually begins to review and identify all of its systems and components. The organization may either review all system components for year 2000 compliance or identify and evaluate through risk analysis those that are mission critical.
3. **Remediation Stage** - When changes are actually made to systems and equipment. This stage deals primarily with the technical issues of converting or switching systems.
4. **Validation/Testing Stage** - When the entity actually validates and tests the changes made during conversion. If testing indicate non-compliance the area is corrected and retested.

As of December 31, 1998, the County of Cheshire has completed the awareness and assessment stages and is beginning its remediation

MINUTES

Meetings and Public Hearings of

Cheshire County Delegation
and

Cheshire County Delegation Executive Committee

Conducted in 1998

Listed In Chronological Order of Business

MINUTES
Executive Committee Meeting
Monday, January 5, 1998
Keene, New Hampshire

PRESENT: Reps. Avery, Bonneau, Doucette, Lynch, McGuirk, McNamara, O'Connell, Irene Pratt, Robertson, Russell and Smith. Commissioners Daschbach, Martin and White; Sheryl Trombley, Finance Department; Assistant to the Commissioners, DeYoung

DEEDS: Register Hubal reviewed her 1998 budget requests; Rep. Avery asked Ms. Hubal what her requests for outside services included. Ms. Hubal explained it was for a print station for the transfer tax, a copier contract and the bulk is for Connor & Connor for her indexing contract..

Dues were for her NH Register of Deeds affiliate membership. Travel included expenses associated with her attendance at affiliate meetings throughout the State and, expenses associated with her attendance at the NH Association of Counties annual conference held in the fall.

Rep. Mc Guirk asked the Committee if they wished to vote on all budgets that are reviewed in a day at the end of the days session, or would they prefer to vote on each individual budget after they have been presented. It was the decision of the Committee to vote on each individual budget.

Rep. Robertson moved to tentatively accept the Register of Deeds budget as presented today, Rep. Russell seconded the motion, voted unanimously.

Rep. Robertson said that after reviewing the Commissioner proposed budget he is very unhappy with the proposed Cafeteria Plan of Benefits and the Flexible Spending Account (FSA) presented in this budget. The Flexible Spending Account compensates those individuals who choose not to participate in the county's health plan due to having health coverage through a spouse. Chairperson McGuirk suggested holding discussions on the Cafeteria Benefits Plan and the FSA accounts until the entire budget has been reviewed. He also suggested Rep. McNamara, Clerk keep a list of items for discussion and adjustments to individual budgets as they arise to be discussed during their summation and wrap-up session in February. At that time the Cafeteria Health Plan and Flexible Spending Accounts can be discussed at length.

UNH EXTENSION SERVICE: Mrs. Bressett Office Manager of the UNH Extension Service noted that the bulk of the increase in this year's budget was due to their being asked to vacate the premises at 33 West St. Photo copy expenses are higher due to increased usage. The increase in subscriptions is due to an increase in subscription rates. Telephone basic costs were increased to cover the cost of a dedicated line for the fax machine when they relocate. Currently they are using the Commissioners' telephone line. Her original request to the Commissioners for a scanner at a cost of \$400.00 was denied. This item will be discussed in February during the committee's final budgetary deliberations. Mrs. Bressett also noted that on Line 4611.02 Payroll Administration - the department's initial request was \$65,861.00. When she met with the Commissioners, she realized she would only need \$59,000.00 thereby decreasing that line in the amount of \$6,861.00. In the printing of the budget a transposition occurred reducing that line by \$6,681.00 instead of \$6,861.00, creating

an error in the bottom line of \$180.00. The figure of \$59,180.00 is incorrect and should be \$59,000.00, reducing the bottom line by \$180.00. Commissioner Avery moved to tentatively accept the budget with the correction as noted by Ms. Bressett, Rep. Smith seconded the motion, voted unanimously.

SHERIFF: Sheriff Fish met with the Committee at 10:40 a.m., Rep. Avery questioned why he requested an increase in the clothing allowance. The Sheriff indicated it was intended for dry cleaning of deputy uniforms. He was asked why nine-month figures indicate he had only expended \$627.00 of his clothing allowance for 1997. The Sheriff informed them that at the the time of printing that report he had not hired the two new deputies that were budgeted for in 1997, but since that time they have been hired and fully outfitted thereby almost depleting that line at this time. He also noted that since meeting with the Commissioners to discuss his budget he has had extensive auto repairs. He also spoke briefly about House Bill 204, which would require Sheriffs' departments to take over the responsibility of the court bailiffs. Rep. Smith moved to tentatively accept the budget as presented, Rep. Doucette seconded the motion, so voted.

ATTORNEY: Attorney Burke explained the increase in the Payroll Staff Line reflected additional hours for his secretaries to complete certain projects, and keep the filing current. Rep. Avery questioned why the large increase on the Outside Services Line. It was explained \$5,000 was added to provide the services of an outside investigator on an as needed basis to assist the assistant attorneys. Rep. Lynch questioned why his Equipment Purchase Line was cut from his requested \$9,100.00 to \$500.00 by the Commissioners. He explained the request was to cover the cost of a new copier for the office, however the purchase of the new copier will come out of the Capital Reserve Account. Rep. O'Connell moved to tentatively accept the budget as presented, Rep. Avery seconded the motion, voted unanimously.

VICTIM WITNESS: The County attorney reviewed the Victim Witness budget in her absence. Rep. Avery moved to tentatively accept the budget as presented, Rep. Russell seconded the motion, voted unanimously.

CORRECTIONS: Corrections Superintendent Van Wickler briefed the delegates on his staffing patterns and the necessity for two additional officers, especially on the second and third shifts over the two additional officers reflected in the Commissioners proposed budget. He also explained the necessity for two bullet proof vests at a total cost of \$900.00 for his transport team. Rep. O'Connell moved to increase the Correctional budget by \$900.00 for the purchase of two vests. Rep. McNamara said she felt it was too early in the budget process to be adding money to individual budgets at this time, but would put it on her list of items for discussion in the end. Rep. Robertson suggested that consideration for two additional officers also be considered at that time. Rep. Russell moved to tentatively accept the budget as presented, Rep. Bonneau seconded the motion, voted unanimously.

DIVERSION: Mr. Wayne Husted, Director of the Cheshire County Diversion Program upon the request of Rep. O'Connell explained the function of the program. Rep. Smith moved to tentatively

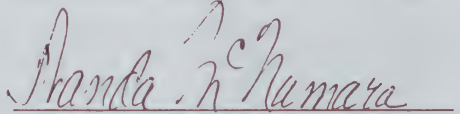
accept the budget as presented by Mr. Husted, Rep. Russell seconded the motion, voted unanimously.

CONSERVATION DISTRICT: The Representatives were joined by Ms. Linda VanAlstyn, from the Conservation District. It was requested to have Linda, the Office Manager/Secretary fall under the umbrella of the County as an employee. Their request presented to the Commissioners included her salary plus benefits. The Commissioners declined to accept their proposal and level funded them at the 1997 amount. Commissioner Martin explained if she became a County employee the Conservation Districts budget would increase every year thereafter because as an employee she would be entitled to full benefits, cost of living and merit increases each year. The Commissioners also felt limitations must be established as far as taking on individuals to become County employees. They felt they would be then open to requests from other agencies to hire their staff as County employees. Rep. Robertson suggested this item also be put on Rep. McNamara's list for discussion during deliberations. Rep. Robertson tentatively moved to accept the budget as presented, Rep. O'Connell seconded the motion, voted unanimously.

The Commissioners, Delegation and Treasurer's budgets scheduled for the remainder of the afternoon have been postponed until a later date.

The meeting was recessed at 2:10 p.m., to be reconvened on Monday, January 12, at 9:30 a.m. at the Maplewood Nursing Home.

Respectfully submitted,

A handwritten signature in cursive script, reading "Wanda McNamara", written over a horizontal line.

Wanda McNamara, Clerk

MINUTES
Executive Committee Minutes
Monday, January 12, 1998
Maplewood Nursing Home - Westmoreland, NH

PRESENT: Reps. Bonneau, Doucette, Lynch, McNamara, Irene Pratt, Robertson, Russell and Smith, Commissioners Daschbach, Martin and White, Administrator Beeler, Sheryl Trombly, Finance Department and Assistant DeYoung.

Administrator Beeler presented a brief overview on the proposed plans for the Maplewood expansion project and the Assisted Living Unit.

The administrator explained that the long term counselor position budgeted for FY 97 did not come on line until September 1997. He also noted that in his original 1998 budget he requested a .5 FTE clerical position to assist the counselor in the amount of \$10, 529.00. Since his initial request of the Commissionershe feels the services of an RN on an as needed basis to assist the counselor would be sufficient. He would at this time request that \$6,000.00 remain in the budget for this purpose.

Administrator Beeler gave an update on the County's day care center being managed with YMCA personnel. He explained that the County does not pay administrative costs to the YMCA but does pay staffing costs. There are eight children enrolled in the center at this time, seven are children of County employees. He explained that to show a profit in the center, an enrollment of eleven to twelve children would be required, he feels confident that by years end we should show a profit and hopefully have that number of children enrolled. Administrator Beeler said he would like to stay with the program through 1998. Rep. Robertson said he would like the Minutes to show he would rather subsidize this program than health insurance for those employees who do not require health coverage.

Administrator Beeler gave the representatives a synopsis of new programs that have been instituted over the past year:

- (1) Medicare Skilled Nursing Care started in 1996.
- (2) In 1997 a Nurse Practitioner was hired.
- (3) In 1997 Respite Care was offered, this care covers from twenty-four hours up to a two-week period.
- (4) Adult Day care was offered, we are capable of caring for one or two individuals without any additional licensing required.
- (5) the TLC Unit (Therapeutic Living Center) was opened, it currently includes ten beds and in the ten months of operation in 1997, \$160,000 in new revenue has been realized. In 1998 the plan is to expand the unit from ten to twenty beds and the anticipated revenue is around one million dollars. A new program being planned for 1998 is that of a Transportation Aide. The transportation aide would provide transportation of the residents to doctors/dentist appointments etc. Transportation many times involves the services of Deluzio Ambulance Service. Administrator Beeler explained the county makes four hundred to four hundred fifty transports per year and Medicaid will pay \$127.00 per trip to Keene. In anticipation of this, the lease purchase for a wheel chair van capable of holding two wheel chairs is being put in the budget. The cost of the van is approximately \$30,000 with

\$10,000 budgeted for in 1998. He did note that he inadvertently did not request of the commissioners money for medical supplies and emergency medical equipment, i.e., an oxygen tank, first-aid kits and etc. Administrator Beeler is requesting \$500 be added to the Nursing Supplies Line and \$1,000.00 to the Equipment Purchase Line.

Rep. Robertson questioned Administrator Beeler how the employee's feel about the Cafeteria Health Plan. Administrator Beeler said he has received very positive reactions from the employees because he felt the plan gives the employee the option to purchase additional life or disability insurance coverage.

Administrator Beeler explained the large increase in the 1998 budget was due to adjustments in salaries as a result of the new salary and wage scale reflected in the Commissioners budget the result of the wage and salary survey performed this past summer by Municipal Resources Inc.

He also noted that funding for the Safety Officer was deleted from the Maplewood Administration cost center and placed on a separate page with reporting responsibility to the Facilities Department.

The Receptionist position has been removed from the Finance Cost Center with funding and reporting under Maplewood Administration. There are eight individuals who fill 3.1 FTE receptionist units.

Outside Services in the Quality Improvement budget increased \$1,000.00 to cover the costs for x-rays and additional testing for employees who tested positive on their TB testing.

Administrator Beeler said that the Outside Services line in the Dietary budget has been reduced this year. A dietary consultant subcontracted through Fitz and Vogt in the past paid through this line will be eliminated in the 1998 budget. This year the funding will be used to hire a .6 FTE dietician three days per week as a county employee. This change will not require additional funding, it should if anything reflect almost a \$10,000. per year savings.

Administrator Beeler noted that the Nurse Practitioner's budget was removed from the Nursing budget and is reflected on a separate page in the budget book.

Beds installed 20 years ago when the Nursing Home was built are currently under a replacement plan, in 1997 fourteen were replaced, in 1998 twenty-five are earmarked to be replaced, with replacements to continue over a six-year period, at which time all beds will have been replaced.

The Atypical Unit (TLC unit) which now consists of ten beds will double in 1998 for a total of twenty beds; this will require an additional seven FTES for the Nursing department, however the additional staffing costs will be offset by additional Medicaid reimbursements.

In Housekeeping/Laundry and Linen departments Administrator Beeler noted few changes. Outside Services costs in Housekeeping have doubled due to increased costs for waste disposal.

In Pharmacy drug purchases have increased partially due to an increase in the number of dementia residents requiring additional medication prescribed by their physicians.

The Activities Department along with Social Services will absorb the function of the Volunteer Services department which has been eliminated from the budget.

Outside Services lines in both Occupational Therapy and Physical Therapy both show increases in 1998 due to the hiring of a physical therapist and occupational therapist on a part-time contracted basis. The additional staffing costs will be offset by the additional revenues generated from Medicare Part B billing as well as provide additional services to the residents.

Outside Services under the Miscellaneous Services to the Residents budget includes therapeutic services such as, speech, dance, and massage in this year's budget.

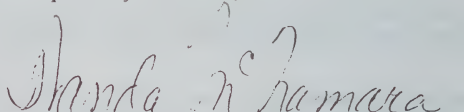
There is an increase this year in Pastoral fees. Mr. Beeler noted that the pastor has been coming to Maplewood for the past ten years without any increase for his services. He is scheduled to be at the Home between eight and fifteen hours per week; but spends more than twenty hours a week.

Administrator Beeler began discussion on the Maplewood Capital Outlay budget but it was decided to discuss this budget on January 26.

Representative Lynch moved to tentatively accept the Maplewood budget as presented today, Rep. Doucette seconded the motion, voted unanimously.

The meeting was recessed at 12:05 p.m.

Respectfully submitted,


Wanda McNamara, Clerk

MINUTES
Executive Committee Meeting
Monday, January 26, 1998
Basement Conference Room
Administration Building - Keene, NH

PRESENT: Representatives Avery, Bonneau, Doucette, Lynch, McGuirk, McNamara, O'Connell, Robertson, Russell and Smith; Commissioners Daschbach, Martin and White; Acting Controller Knowlton; Sheryl Trombly, Finance Department; Facilities Manager, Jim Meehan; Treasurer Roger Conway; Administrator Beeler; John Fitzpatrick, Maintenance Supervisor, Maplewood; Steve Pinnard, Maintenance Supervisor, Keene; Farm Manager David Putnam; Mimi Barber, Human Services Director; John Marechal, Wayne Crowell, David Emory, Larry Daly, of Fire Mutual Aid and Assistant DeYoung.

Chairman McGuirk opened the meeting at 9:30 a.m.

HUMAN SERVICES: Human Services Director Mimi Barber, joined the Committee to discuss her budget request. Mrs. Barber advised the Executive Committee that during the previous few weeks two issues have come to light affecting the 1998 Human Services Department budget. Commissioner Terry Morton is in the process of negotiating a settlement of the lawsuit between the Private Nursing Homes against the N.H. Department of Health and Human Services. Part of the settlement includes a 3% rate increase in nursing home per diem rates on 2/11/98 and another 3% increase on 10/1/98 (These increases apply to both private and county-run nursing homes.)

In addition to the above, legislation is being proposed this session which will decrease the County's share of nursing home costs to 25% of the non-federal share. However, this legislation will also require that the County pay 25% of the health costs for nursing home residents as well as medicaid eligible clients who are receiving Aid to the Permanently & Totally Disabled and Old Age Assistance who qualify for the Home & Community Based Care (HCBC) program.

FIRE MUTUAL AID: At 10:00 a.m., John Marechal, Director of Fire Mutual Aid joined the Committee along with Fire Mutual Aid Treasurer, Mr. Wayne Crowell, David Emory and Larry Daly. Rep. Avery asked why his request for equipment replacement was decreased by the Commissioners. Mr. Marechal explained that the request was for the upgrading for two sites, which included self sustaining radios, batteries etc. The Commissioners felt that one site should be done this year and perhaps another site next year. Mr. Marechal was questioned regarding the income he receives from towns. He explained that the County funds expenses for Fire Mutual Aid and the income received from the towns is turned back to the County. At the end of nine months in 1997, \$201,590.00 had been reimbursed to the County. Rep. O'Connell moved to tentatively accept his budget as presented, Rep. Smith seconded the motion, voted unanimously.

FACILITIES: Jim Meehan, Facilities Manager, Maplewood Supervisor John Fitzpatrick and Keene Supervisor Steve Pinnard joined the Committee to discuss the Maintenance budget for the county. Mr. Pinnard was asked why there was no money in the budget in 1998 at the Courthouse for telephone service? Mr. Pinnard explained that the courts have their own telephone system under

State jurisdiction. Rep. Smith questioned why there was a zero balance in the ADA requirements line at this time. Mr. Pinnard explained that any ADA renovations that will be made at the courthouse will come from the Capital Reserve fund.

Rep. Lynch asked what items are considered Capital Outlay or Capital Reserve items? It was explained that any item that is a one time purchase and has a value of more than \$500.00 comes from the Capital Reserve accounts. Rep. Robertson questioned what the \$105,000.00 request for tank removal was for? Mr. Meehan explained that by December 22, the 10,000 gallon under ground fuel storage tank located behind the county courthouse must be removed or drained and sealed or the County will not be in compliance in the event of any oil spills after that date. Mr. Meehan explained that the \$105,000.00 was for the removal of the oil tank or the draining and sealing of the tank, along with a contingency amount in the event of seepage. The \$105,000.00 has been taken out of the 1998 budget and put into the 1999 budget at this time. In 1998 a request for \$7,000.00 be added to the Courthouse budget for the installation of a temporary 3,000 gallon above the ground tank with containment and shelter. Rep. Robertson questioned what the \$20,000.00 feasibility study included? Mr. Meehan explained that in December 1998, the Winter Street parking lot will once again become County property. A feasibility study will be done in 1998 as to the best use of the parking lot i.e., a parking garage with additional office space etc. Rep. O'Connell moved to tentatively accept the Courthouse maintenance budget for 1998, Rep. Robertson seconded the motion, voted unanimously.

ADMINISTRATION BUILDING: Rep. Bonneau questioned why the outside services request was increased \$2,000.00 by the Commissioners. Mr. Pinnard explained it was for the moving of the Finance Department from Maplewood to the Administration Building. Rep. O'Connell moved to tentatively accept the Administration Building maintenance budget, Rep. Robertson seconded the budget, voted unanimously.

MAPLEWOOD FACILITIES: Discussion regarding the lease of a maintenance plow truck for \$30,000.00 and a wheel chair van \$30,000.00. Rep. Lynch asked what savings could be realized if these items were purchased outright instead of leasing over a three year period as the Commissioners budget reflects? After discussion, Rep. Lynch made a motion to lease purchase the vehicles over a three-year period. Rep. Avery seconded the motion, by a voice vote, the motion was defeated. After further discussion it was the consensus of the committee to authorize in 1998 the purchase of these vehicles outright. Rep. Smith moved to tentatively accept the Maplewood Facilities budget, Rep. Lynch seconded the motion, voted unanimously.

WASTE WATER TREATMENT FACILITIES: Rep. Smith moved to tentatively accept the budget as proposed, Rep. Lynch seconded the motion, voted unanimously.

WATER TREATMENT FACILITY: The Committee questioned why the outside services line was increased this year? Mr. Meehan explained it was to cover the cost for additional water testing required by the State. Rep. O'Connell moved to tentatively accept the Water Treatment maintenance budget, Rep. Smith seconded the motion, voted unanimously.

CORRECTIONAL FACILITIES: Under the capital reserve account a question on why his

request of \$80,000 for the removal of an underground fuel storage tank was reduced in the Commissioners' budget to \$45,000.00. Mr. Meehan explained that he and the Commissioners are comfortable with the lesser figure because he does not feel there would be any seepage thus alleviating any clean up costs involved. The closed circuit TV figure was reduced from \$15,150.00 to \$9,000.00 this year. Mr. Meehan explained that this will be done in two stages, part this year and part next year. The Intercom system, \$35,000.00 was requested and was taken out of the budget until next year. Mr. Meehan explained that the system is an older system and does need upgrading however, he feels the system can be used for one more year. Rep. Robertson moved to tentatively accept the Correctional Facilities maintenance budget request for 1998, Rep. Smith seconded the motion, voted unanimously.

SAFETY DEPARTMENT: Rep. Avery asked why this appears under Other General Government? Mrs. Knowlton explained that the position of Safety Officer and functions of that office benefit the entire County and not just the Maplewood complex. Rep. O'Connell moved to accept the Other General Government budget as presented, Rep. Avery seconded the motion, voted unanimously.

FARM: Mr. Meehan presented the Committee with a Profit/Loss Statement for the Cheshire County Farm for the year 1997. He also gave them a proposed Profit/Loss Statement comparing 1997 to 1998. Rep. Avery questioned why feed costs had gone up from \$75,000.00 to \$107,000.00? Mr. Meehan explained that it is due to plans to increase the herd in 1998. Farm Manager David Putnam, joined the Commissioners at this time. Rep. Bonneau questioned what happened to the insurance line? It was explained that all property and liability insurance was put into the Other General Government budget. Rep. Avery questioned what was the difference between timber and cord wood? It was explained that the sale of timber is contracted through a lumber company and cord wood is cut and harvested by the employees. After a lengthy discussion as to the pros and cons of staying in the farming business, suggestions were made as to leasing the farm, or perhaps closing the farm. Chairman McGuirk suggested perhaps another study committee could be formed, Rep. Robertson said the study committee would not prove its worth. Rep. Avery moved to stay in the farming business and to accept the proposed farm budget as presented. Rep. O'Connell seconded the motion. The motion passed by a voice vote with five in favor and, three opposed.

Mr. Meehan asked the Committee to reconsider the Courthouse Maintenance budget, which they had tentatively passed. Mr. Meehan asked for an increase of \$7,000.00 in that budget for the purchase of a 3,000 gallon above ground oil tank, self contained and with shelter. Rep. Avery moved to increase the Courthouse Maintenance budget from \$214,654.00 to include the purchase of a 3000 gallon above ground oil tank, Courthouse Maintenance budget now reads \$221,654.00.

Mr. Meehan also requested an additional \$2,800.00 for a PC computer system for the Maintenance Department to be added to the Computer's Capital Reserve request. Rep. Avery moved to reconsider the vote on the Computer Budgets Capital Reserve Request from \$51,429.00 to \$54,229.00. Rep. Bonneau seconded the motion, voted unanimously.

Rep. Lynch left the meeting at 12:15 p.m.

Rep. Lynch left the meeting at 12:15 p.m.

FINANCE: Rep. Avery moved to tentatively accept the Finance budget as presented, Rep. O'Connell seconded the motion. Rep. McNamara said she was not comfortable with this budget as it included the position of a County Administrator for an annual salary of \$61,000.00, as well as expenses for relocating the Finance Department from Maplewood Nursing Home in Westmoreland to the Administration Building in Keene. Rep. Smith questioned the rationale for relocating the Finance Department. After a very lengthy discussion, Rep. Avery asked to move the question and vote on the motion which was to accept the Finance Department's budget as presented. The motion failed with most in attendance voting against the motion, Rep. Avery voting in favor. Rep. McGuirk said to table this budget until a later date.

COMPUTER OPERATIONS: Mrs. Knowlton asked that \$1,900.00 be added to this budget as the maintenance contract for the Kronos time and attendance system was that amount over what she had originally budgeted for. She was asked what the maintenance contract covers and she explained it covered all the software and some of the hardware relative to the time and attendance system used by employees at Maplewood and Department of Corrections. The Representatives did not vote on this budget as it was not scheduled for today's agenda.

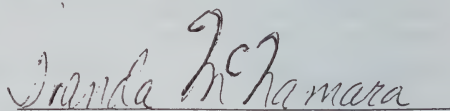
DEBT SERVICE: Rep. Smith moved to accept the Debt Service budget as proposed, Rep. O'Connell seconded the motion, voted unanimously.

TREASURER: Treasurer Conway joined the Executive Committee at this time to discuss his proposed budget. Rep. O'Connell moved to accept the Treasurer's budget as presented, Rep. Smith seconded the motion, voted unanimously.

MAPLEWOOD CAPITAL OUTLAY: It was decided to postpone this budget and put it on next week's agenda, February 2, 1998.

Rep. McNamara moved to recess this meeting until February 2, 1998. Representative Smith seconded the motion, voted unanimously.

Respectfully submitted,


Wanda McNamara, Clerk

MINUTES
Executive Committee Meeting
Monday, February 2, 1998
Administration Building - Keene, NH

PRESENT: Rep. McGuirk convened the meeting at 9:30 a.m., with the following Representatives present: Doucette, Lynch, McNamara, O'Connell, Irene Pratt, Robertson and Smith.

WOMENS' CRISIS SERVICES INC.: Elizabeth Sayre and Jennifer Graughran from the Women's Crisis joined the Representatives to discuss their budget request. Ms. Sayre told the Committee that the center has a satellite office in Peterborough. However,, they would prefer to have the satellite office in the Jaffrey/Peterborough Courthouse when it is relocated to Jaffrey.. She said they would not need a large office, one room would suffice. Rep. Robertson advised her to contact Judge Kelly as the Delegation has no jurisdiction over that.

Ms. Sayre went on to explain the outreach program being presented in the schools. She was disappointed that the program was not being funded in 1998 by the DCYF Five Percent Incentive Funds. She explained not being funded this year will leave a \$5,000.00 hole in their budget to be filled. She is also seeking grant money to fund a therapist position.

COMMUNITY KITCHEN: Mindy Cambriar presented the Delegation with a statistical sheet on the amount of food received in donations, volunteer hours provided to the kitchen, number of hot meals served as well as pantry meals distributed, also funding provided to the Kitchen by the towns in the county, an unaudited 1997 figures, 1998 budget and a proposed budget for 1999. Rep. McGuirk noted that the Chairman of the Delegation, Rep. Avery, was not in attendance at this time, however he felt that the Delegation would agree to having the Delegation members volunteer some time in the near future to prepare and serve a meal at the Kitchen as they have in the past.

HOME HEALTH CARE AND COMMUNITY SERVICES: Virginia Vividar, Anita Coll ,Director of the HCS Community Services program joined the Committee at this time. Ms. Coll explained briefly the overall mission of the HCS Community Services. There are basically two programs provided, (1) Homemaker Home Health Aide Program, which provides support for frail or disabled elders by assisting with activities of daily living. They provide homemaking services, i.e., meal preparation, bathing, dressing laundry and light housekeeping. These home based services often provided on an intermittent basis prevent more costly institutional care. (2) The other program is the Outreach Program. She explained there are many elderly residents of Cheshire County that are home bound due to illness, frailty, disability, have a lack of transportation, or limited social support. Outreach workers identify and assist these individuals through referrals made from area hospitals, physicians and other care providers. The residents are visited by an Outreach worker who evaluates their needs and provides information and referrals for appropriate community resources. They are requesting \$82,750.00 in funding the County.

MONADNOCK REGION SUBSTANCE ABUSE INC. Sharon Mangan, Mario Cassa and Roberta Gallagher, from Monadnock Region Substance Abuse Inc. joined the Committee at this time. Ms. Mangan gave a brief statistical report on the number of clients, their gender and age groups that were serviced in 1997. She is requesting level funding in the amount of \$5,750.00 for the outpatient and group therapy for

the counseling program as well as level funding of \$2,000.00 for the Acting Out Program. Ms. Gallagher explained the outpatient counseling program which provides ten to thirteen sessions of individual or family therapy to assist them in the recognition of alcohol, drug related problems and to provide a program of treatment. The group therapy program is offered to groups of adults and children of alcoholics, women's recovery groups and etc. They operate on a sliding scale fee basis which can be as high as \$90.00 per session or as low as \$16.93 per session. The county funding allows the agency to provide these services to individuals who are unable to pay due to limited or no income.

Mr. Cossa explained the Acting Out Program which offers participants regular meetings throughout the school year and provides training in an improvisational theater as well as group therapy using expressive arts. First year members meet twice a week in Keene and Peterborough, students who wish to continue in the program are called the Encore group and they meet once a week in Keene and Peterborough. They have added a young adult group called Surplus Reality which meets weekly in Keene. The Acting Out offers building strength programs in cooperation with the challenge program and the parent education program of Monadnock Family Services. This is an early intervention program serving the children in Middle School through High School.

MAPLEWOOD CAPITAL OUTLAY: Administrator Beeler reviewed the Capital Outlay budget for Maplewood. He provided the Delegation with an updated copy of Capital Requests for 1998 reflecting the purchase of two vehicles, a plow truck for \$30,000.00 and resident's van for \$30,000.00. Both items were originally budgeted for over a three year period on a lease buy out program but was tentatively voted on by the Executive Committee last week to be purchased outright in 1998. He was questioned about the nurse call system. Administrator Beeler explained that is an intercom system connecting the residents' rooms with the nursing station. The current system is the original system that was put into the Home when it was built twenty years ago. Like the beds, Administrator Beeler would like to spread the purchase of the new system floor-by-floor over a period of three years. Rep. Pratt questioned what the Advantage 1000 system was? Administrator Beeler explained it was a device which is placed on the doorways which works in conjunction with a bracelet that is put on a resident with wandering tendencies so that when the resident passes through the door an alarm will alert the nurses. Rep. Smith questioned what the \$25,000.00 TLC Unit expansion was for? Administrator Beeler explained that we currently have a ten-bed therapy unit and we are expanding to twenty beds in 1998. The cost of setting up this unit will be offset by additional revenue from Medicare.

COMPUTER BUDGET: Ms. Knowlton spoke to the Computer Capital Outlay request for 1998 as well as the Computer budget. She requested in the Computer budget, \$1,900.00 be added to computer maintenance line as the figure she budgeted for when she put the budget together was \$1,900.00 less than the actual maintenance figure that came in early 1998.

COMMISSIONERS BUDGET: In response to the request of the Committee members last week for the Commissions to provide them with figures indicating what it would cost to retain the current Assistant to the Commissioners and part-time secretary, as well as the County Administrator position, Commission Martin provided the Representatives with three scenarios:

1. This is reflected in the Commissioners' 1998 proposed budget and includes the proposed County Administrator, the current Assistant to the Commissioners until February 28, 1998, and one full time secretary for a total of \$113,029.49
2. This provides funding for the proposed County Administrator, the Assistant to the Commissioners and a part time secretary at 20 hours for a total of \$122,284.32
3. This scenario would include the Assistant to the Commissioners, the County Administrator and a part

time secretary twenty hours per week through March 1998 for a total of \$114,090.82.

Rep. Smith noted in November when the Commissioners spoke to the Committee the proposed position would not require a secretary, he/she would be doing their own work and then the Commissioners said a part time secretary would be sufficient and today you are proposing a full time secretary. Commissioner Martin said a full time secretary was always planned for.

Rep. McGuirk noted that scenario's one vs. two, there is only a difference of \$9,254.83 to the budget. Rep. O'Connell moved to accept scenario two, which would add \$9,254.83 to the Commissioners' budget. Rep. Robertson seconded the motion for purposes of discussion. Rep. Robertson noted that the County Administrator will only have direct supervision over the Finance office, Commissioner. White said that is correct. Rep. Lynch asked what the negatives were between scenario one vs two. Commissioner Martin noted the only negatives would be the additional \$9,254.83 added to the Commissioners' budget, which may increase taxes to be raised in 1998 over 1997, and allow for only a part-time secretary of twenty-hours and the new Administrator might require more than a part-time secretary.

Rep. Avery said I would like to throw out something at this time. I am going to recommend that the county spend \$12,000.00 for an independent consultant to do a study on the Fire Mutual Aid system. If we add \$9,000.00 to the Commissioners' budget at this time and another \$12,000.00 is going to be requested of them.

Rep. O'Connell felt Rep. Avery's comments were out of order because making the Committee aware of another possible \$12,000.00 being requested in this budget will influence the decision of the Committee members to motion on the floor.

Rep. Robertson stated it his understanding today that this individual will only be supervising his executive secretary. If you look at the job description, its states the position oversees the development and implementation of the county data management system which is the computer system, they will also provide direct oversight and supervision to the county Finance Administrative department. Now, you are saying he will only oversee and supervise his secretary for a salary of \$71,000.00, I am confused.

Rep. Smith said his problem is the different scenarios he has gotten for three weeks in a row, each week we hear something different. If we knew exactly what the program was I might be able support it.

Rep. Lynch requested to move the question. Rep. McGuirk repeated the motion made by Rep. O'Connell, which was to accept scenario two as presented by Commissioner Martin which would be the position of a County Administrator, Assistant to the Commissioners and a part-time, twenty-hour secretary, for a total of \$122,284.32. Rep. McGuirk asked for a show of hands on the motion on the floor, the motion failed, four opposed and three voted in favor.

Rep. Lynch moved to adopt scenario one, the Commissioners' proposed budget, which consists of a county administrator, assistant to the Commissioners budgeted until February 28, 1998, and one full-time secretary, for a total of \$113,029.49. Rep. Avery seconded the motion. This motion also failed by a show of hands, three in favor of the motion and four against the motion.

Rep. O'Connell suggested that the Commissioners prepare a flip chart outlining the past positions, their

salaries, the duties and responsibilities, which is that of the Assistant to the Commissioners and a part-time secretary, also the county's proposed positions which are a County Administrator and a full-time secretary. He would like the information presented to the Committee prior to the full Delegation meeting when they vote on the annual budget March 2, 1998.

Commissioner Martin agreed to put something together.

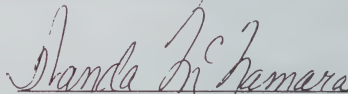
Rep. Robertson then moved not to vote on any of the scenarios but simply put \$116,000.00 into the Commissioners' budget and let the Commissioners decide what positions they want to fill. Rep. Lynch seconded the motion. Motion passed by a unanimous vote.

DELEGATIONS BUDGET: It was suggested to increase Line 4110.24 - Attendance Fees to \$3,500.00, and also to increase Line 4110.70 Travel from \$800.00 to \$1,000.00 thus bringing the total of the Delegation's budget to \$7,500.00. Rep. Irene Pratt moved to accept the increase in the Delegation's budget for a total of \$7,500.00, Rep. Robertson seconded the motion, voted unanimously.

Rep. McGuirk asked for a motion to tentatively approve as amended the following budgets: Commissioners, Finance, Capital Outlay and Outside Agencies. Rep. Robertson moved to tentatively accept the budgets as presented today, Rep. Irene Pratt seconded the motion, voted unanimously.

Rep. Pratt moved to recess the meeting until Monday, February 9, at the Administration Building. Rep. Smith seconded the motion, voted unanimously.

Respectively submitted,



Wanda McNamara, Clerk

MINUTES
Executive Committee Meeting
Monday, February 9, 1998
Administration Building, Keene, NH

Representative McGuirk convened the meeting at 9:00 a.m., with the following representatives present: Avery, Bonneau, Doucette, Lynch, McGuirk, McNamara, O'Connell, Irene Pratt, Robertson and Smith; Commissioners Daschbach, Martin and White; Assistant DeYoung.

Commissioner Martin provided the Committee with an analysis of the Capital Reserve Accounts reflecting balances as of December 1, 1997. He also provided the Committee with an organizational chart reflecting the current positions in the Commissioners' office vs. the proposed County Administrator position. The Committee was also provided with the County Administrator's job description.

Discussion ensued relative to the request from the Cheshire County Conservation District's Board of Supervisors proposing that the Conservation District manager, Linda VanAlstyne, be allowed to fall under the umbrella of Cheshire County as an employee. Representative Lynch moved to deny their request and not accept the office manager as a county employee. Representative Smith seconded the motion, voted unanimously.

During budget deliberation a request was made to the Executive Committee by UNH Cooperative Extension Services for increases in their telephone basic service line in the amount of \$562.00 to provide a dedicated line for their fax machine when they relocate, and an increase of \$400 for the purchase of a scanner on the equipment purchase line. Discussion followed. Rep. Smith moved to not grant the requested increases on those lines but to accept the Commissioners' proposed budget amounts. Rep. Lynch seconded the motion. Rep. Lynch then asked to divide the question and vote on separate items. Rep. Lynch then moved to increase the telephone basic service line by \$562.00, Rep. O'Connell seconded the motion, motion failed. Rep. Pratt moved, seconded by Rep. Doucette to increase the equipment purchase line by \$400.00. Motion failed.

The Commissioners' proposed budget provides funding for two additional Correctional Officers to be added to the existing HOC staff in 1998. During Executive Committee budget deliberations Mr. Van Wickler appealed to the Committee for another additional two (2) officers, which would bring the total of new officers at the House of Corrections in 1998 to four (4). After much discussion, Rep. Lynch moved to approve today one (1) additional position, thus increasing his staff in 1998 by a total of three (3) officers. The total addition to his staffing and associated benefit lines as well as the purchase of uniforms and badges will increase this budget by \$21,409.00 over the Commissioners Proposed budget. Rep. O'Connell seconded the motion, voted unanimously.

Superintendent Van Wickler also appealed to the Executive Committee for an increase of \$900.00 to his equipment purchase line for the purchase of two armored vests for the transport team. Rep. O'Connell moved to increase the Corrections equipment purchase line by \$900.00 for the purchase of two armored vests, bringing the equipment purchase line to \$4,410.00. Rep. Doucette seconded the motion, voted unanimously.

Considerable discussion was had relative to the pros and cons of the proposed Cafeteria Plan of Benefits and Flexible Spending Accounts being offered to County employees in 1998. Rep. Lynch moved to accept the Cafeteria Plan of benefits and Flexible Spending Accounts for the County employees as proposed by the County Commissioners and adjusting all lines relating to benefits. Rep. O'Connell seconded the motion, motion passed by a hand vote of five in favor and three opposed.

Rep. Avery gave a brief update on the Delegation Public Hearing held on January 26, 1998, to discuss the Fire Mutual Aid and police communications problem. As a result of this meeting, the decision was made to further study the Fire Mutual Aid system and the police communications lines through an outside consulting firm. It was determined at that time \$12,000.00 would be a reasonable amount to have this study performed. Today, Rep. Smith suggested that a committee consisting of members of Fire Mutual Aid, the Delegation and the Police Departments be formed to assess and hire the firm to do the consulting. It was so agreed. Rep. Avery made a motion to add \$12,000.00 to the Commissioners outside services line to hire a consultant to study the Fire Mutual system. Rep. Doucette seconded the motion, voted unanimously.

Rep. McGuirk then asked if the Committee was prepared to vote on the following adjustments to expenses in the amount of \$250,218.00? (see attached listing of increases and decreases) Rep. Robertson moved to accept the adjustments to expense accounts as noted, Rep. Bonneau seconded the motion, voted unanimously.

Representative Lynch moved to accept \$116,000.00 in the Commissioners Budget for reorganization of their staff, Rep Avery seconded the motion. Motion passed.

Rep. Avery moved to vote on revenue changes as approved by the Executive Committee in the amount of \$274,979.00. (see attached listing) Rep. O'Connell seconded the motion, voted unanimously.

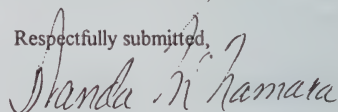
Rep Pratt moved to accept the adjusted amount of \$7,988,550.00 for taxes to be raised, Rep. Robertson seconded the motion, voted unanimously.

The Representatives reviewed the latest Wage and Salary survey performed by the NH Association of Counties for the 1997/98 years. Rep. Avery said after reviewing this survey he would only recommend increasing the County Attorney's salary at this time. After discussion, Mrs. DeYoung was requested to provide the Committee with further information from the other nine Counties regarding their attorney's offices i.e., their staffing patterns and the number of annual case loads. She will also attempt to obtain from the other Counties any information available relative to proposed salaries for the Elected Officials in the next biennium.

The Executive Committee will review this information when they meet on Monday, March 7, 1998 at 7:00 p.m. prior to the annual meeting which has been set for Monday, March 2, 1998, at 7:30 p.m.

Rep. Bonneau moved to adjourn the meeting at 12:10 p.m. Rep. Smith seconded the motion, voted unanimously.

Respectfully submitted,



Wanda McNamara, Clerk
Executive Committee

MINUTES
Executive Committee
Cheshire County Delegation
Monday, March 2, 1998
Courthouse, Keene, NH

PRESENT: Representatives Avery, Bonneau, Doucette, McGuirk, McNamara, Irene Pratt, Robertson, Russell and Smith.

Chairman McGuirk convened the meeting at 7:00 p.m.

Representative McGuirk advised the Committee that after checking with other counties regarding proposed salaries for elected officials for the next biennium, it appears they have not met to discuss this topic yet, he was informed this is usually done in April or May. Rep. McGuirk suggested postponing establishing the salaries tonight until they meet to review the First Quarter Budget figures in April at which time he should have obtained further information from the other counties. Rep. Avery moved to meet in April to establish the Elected Officials salaries for the next biennium, Rep. Doucette seconded the motion, voted unanimously. The date for this meeting was established to be held on Monday, April 21, at 7:00 p.m. in the Commissioners' conference room, 33 West Street, Keene.

Respectfully submitted,

A handwritten signature in cursive script, reading "Wanda McNamara".

Wanda McNamara, Clerk

MINUTES
Cheshire County Delegation
Monday, March 2, 1998
Courthouse, Keene, NH

PRESENT: Representatives Avery, Bonneau, Burnham, Champagne, Doucette, Hunt, Lynott, Manning, McGuirk, McNamara, Meader, Metzger, Irene Pratt, John Pratt, Richardson, Riley, Robertson, Royce, Russell, Smith and Vogl, Commissioners Daschbach, Martin and White, Administrator Beeler and Assistant DeYoung.

Chairman Avery convened the meeting at 7:30 p.m., at which time he thanked the Executive Committee for their time and efforts in putting together the 1998 Budget.

Rep. Avery asked the Delegates if they would object to voting on the amount of taxes to be raised and the total amount of the budget rather than going through the entire budget line by line, department by department.. He would read off the individual budget pages and if there were any questions they could be addressed at that time. Mrs. Trombly, Cheshire County Accountant/Internal Auditor has called the DRA and was informed this format was permissible.

Rep. Robertson asked if he could speak to the Cafeteria Plan of Benefits/Flexible Spending plan for the employees which appear s throughout the budget on individual department pages. Rep. Robertson then made a motion that all flexible spending accounts throughout the budget be reduced to zero. Rep. McGuirk seconded the motion. Rep. Robertson explained his reasons behind the motion and Rep. McGuirk explained why he supported the motion. After a lengthy presentation by Rep. Robertson, Rep. Royce asked if a Commissioner could explain the reasoning behind offering the plan to the employees. Commissioner Martin responded. After further discussion, Representative Royce asked to move the question. His request was voted unanimously. Chairman Avery reread the motion as presented by Rep. Robertson. Motion failed by a vote of thirteen opposed and seven in favor. Chairman Avery did not vote.

Chairman Avery began reviewing the General County pages, seven through forty-nine. Page seventeen Finance Accounting. Rep. Smith asked a Commissioner if the figures reflected in the book were the same as were shared with the Executive Committee. Commissioner Martin responded yes.

Public Safety, pages fifty-one through sixty-one.

Corrections page fifty-seven. Rep. Riley moved that \$500.00 be taken from discretionary funds and placed in the DOC budget to pay for GED testing for inmates. Rep. Champagne seconded the motion, motion passed nineteen in favor, one opposed, Chairman Avery did not vote.

Farm: Rep. McGuirk requested to make a motion regarding the Farm and to speak to his motion. Request was granted. Rep. McGuirk moved that the county Farm budget for 1998 be amended to read \$128,305.00 to effect a closing of the Farm as of 1 July 1998, and to further instruct the Commissioners to proceed and schedule a sale of all livestock and farm equipment, and further

provide that all proceeds from such sale be deposited in the Capital Reserve Fund for maintaining farm buildings. Rep. Robertson seconded the motion. Rep. McGuirk then read notations from Commissioners Minutes. He also presented to the Delegation a history of losses over the past ten years the Farm has realized. Commissioner Martin noted that there are certain costs such as taxes to town of Westmoreland and insurance costs for the buildings if we are in the farming business or not, therefore those costs should be deducted from the yearly losses. Commissioner Daschbach felt that if the buildings were left vacant, they would soon deteriorate and become an eyesore to an otherwise beautiful location. Rep. Manning asked if he could amend the motion on the floor to include the sale of the land and buildings. Rep. Avery said they would vote on the original motion first and if that motion passed, they would then make a motion to sell the land and buildings. Rep. Avery then reread the original motion made by Rep. McGuirk. The motion failed by a roll call vote of thirteen opposed and seven in favor. The Chairman did not vote. Rep. Irene Pratt asked if the Farm Study Committee could again be activated to look at other uses for the buildings and the land.

Maplewood Nursing Home pages sixty-five through ninety-five. Pharmacy page eighty-three. Rep. Riley questioned why purchase of drugs increased \$88,000.00 in 1998. Commissioner Martin explained it was due to the increased prices of the drugs and additional medication requested for the residents by their physicians.

Human Services pages ninety-seven through one hundred and three. Rep. Riley questioned the increase in Intermediate Nursing Care. Commissioner Martin said we do not have any control over this figure, the rate is set by the state and the number of clients is unknown at the time of budget preparations.

Day Care Center - The Commissioners were asked if the county received income from the center. Mr. Beeler said we are not receiving income at this time because the expenses exceed the income due to the number of children enrolled. The program is still new but it is a benefit to the Nursing Home and all but one of the children enrolled are children of employees.

Rep. Smith moved to accept taxes to be raised from cities and towns for 1998 in the amount of \$7,989,050.00. Rep. Robertson seconded the motion. Motion passed by a roll call vote nineteen in favor, one opposed.

Rep. Robertson then moved to accept the bottom line of the Budget of 1998 in the amount of \$19,598,137.00. Rep. Champagne seconded the motion, by a roll call vote the motion passed, nineteen in favor, one opposed.

Rep. Burnham extended an invitation to the members of the Delegation to participate in a forum exploring education reforms relating to the Claremont suit. This forum will be held on Monday, March 9, at 7:30 p.m., Keene State College. Mayor Patricia Russell will moderate the forum.

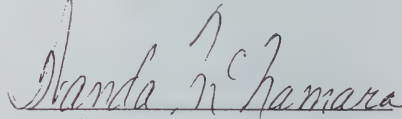
Administrator Beeler and Mr. Ken Jue, Monadnock Family Services, explained the Cheshire County Dual Eligible Medicare/Medicaid Pilot project. They explained it is a consortium of independent

community non-profit social service organizations organized to provide a full continuum of community-based services to persons with long-term or chronic life-time conditions and with a focus on the low and moderate income elderly, persons with developmental disabilities, severe and persistent mental illness and chronically physically disabled persons. The purpose is to create a community-owned and operated integrated service network for dual eligible/medicaid populations.

Due to the late hour, Rep. Avery suggested not continuing with the final two items on the agenda, which were an update on Senate Bill 409 and the lawsuit involving Private Nursing Homes vs. State/County Nursing Homes proposed settlement. Commissioner explained that the Delegation would be receiving information on these two items through the mail as well as further information on the Dual Eligibility program.

Rep. Smith moved to adjourn the meeting at 9:45 p.m. Rep. McGuirk seconded the motion, voted unanimously.

Respectfully submitted,



Wanda McNamara, Clerk

MINUTES
Cheshire County Executive Committee Meeting
Monday, April 27, 1998 - Administration Bldg.
First Quarter Budget Review

PRESENT: Commissioners Daschbach, Martin and White, County Administrator Wozmak, County Attorney Burke, Sheriff Fish, Treasurer Conway, Marie Knowlton, Finance and Representatives Avery, Bonneau, Doucette, Lynch, McGuirk, McNamara, Irene Pratt, Russell, Smith and secretary Pardus.

Chairman Paul McGuirk convened the meeting at 7:00 p.m.

Chairman McGuirk introduced County Administrator Wozmak to members of the Executive Committee.

1. **First Quarter Budget:** Much discussion followed on Line 446.05.00 Nursing P/R Overtime. Marie Knowlton, Finance Department and Commissioner Martin answered the many questions asked about this line. Commissioner Martin assured the Executive Committee that there was 75.6% money left in this account and the county was still within the budgeted amounts.
2. **Elected Officials Compensation for the next Biennial in accordance with RSA 23:7:** The Commissioners and Representatives had a very lengthy discussion on the compensation to be paid to the Elected Officials for the next Biennial (1999 - 2000).

Delegation Chairman Avery made a motion to raise the compensation for the elected officials a flat 5% across the board for the next biennial (1999 - 2000). Representative Lynch seconded the motion. A voice vote was taken with Representatives Avery, Bonneau, Doucette, Lynch, McGuirk, McNamara, Irene Pratt, Russell and Smith voting in the affirmative (9 yes votes).

OTHER BUSINESS:

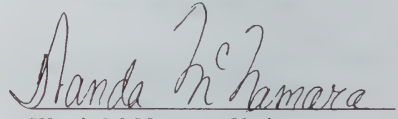
1. **SB479 & SB409:** Commissioner White informed the Executive Committee the it was important to have representatives attend the Senate Finance Committee's Executive Session on Thursday, April 30, 1998 at 2:00 p.m., in State House Room 103, for discussion of SB479 relative to Juvenile Services Officers legislation. Also scheduled at the same time, the second work session on SB409 relative to long-term care, which is scheduled on Thursday, April 30, 1998 at 2:00 p.m., in LOB 205. IT IS IMPORTANT THAT WE HAVE REPRESENTATIVES AT BOTH SESSIONS.
2. **\$50,000 Community Block Grant:** County Administrator Wozmak asked the Executive

Committee to approve an extension for the block grant. Much discussion followed on the various ways the money could be used for ADA projects and etc. The Committee decided that further study was needed. Representative Avery made a motion to apply for an extension of time, Representative Bonneau seconded the motion. The vote was eight (8) representatives voting yes, and one (1) representative voting no.

3. Commissioner Martin informed the Executive Committee that he was on a committee put together by Mayor Russell to study the impact the selling of Peerless Insurance company would have on Keene and surrounding areas. Commissioner Martin mentioned that it would not only effect the city of Keene but have a regional impact as well. Commissioner Martin asked the Executive Committee to make a resolution to support the mayor's committee at one of their future meetings.
4. The groundbreaking for Maplewood expansion was announced as being May 13, 1998, at 9:30 a.m., with all delegates invited.

At 8:15 p.m., Representative Bonneau made a motion to adjourn the meeting. Representative Lynch seconded the motion, voted unanimously.

Respectfully submitted,


Wanda McNamara, Clerk

MINUTES
CHESHIRE COUNTY DELEGATION
MAY 21, 1998
Cheshire County Courthouse, Keene, NH

Present: Chairman Avery, Representatives Bonneau, Burnham, Champagne, Doucette, Hunt, Lynch, Lynott, Manning, McGuirk, Delegation Clerk McNamara, Representatives Meader, Matzger, O'Connell, I. Pratt, J. Pratt, Richardson, Riley, Robertson, Royce, Russell, Commissioners White, Martin and Daschbach, County Administrator Wozmak, County Director of Finance Knowlton.

Chairman Avery commenced the meeting at 7:00 P.M.

1. Representative Avery and Commissioner Martin spoke about the possible sale of **Peerless Insurance Company** by the parent corporation. There was discussion about the economic effects of the closing of Peerless on the county. After discussion, it was moved by Representative Lynch and seconded by Representative Champagne that the delegation pass a resolution expressing Cheshire County's concern for the future of the employees of Peerless Insurance Company and authorizing certain actions in furtherance of these interests, as expressed in a Resolution, whose draft is attached to the motion. Commissioner Martin said that he was a member of a committee to monitor the regional effect of Peerless and that he would continue to do so participate and report to the delegation, as needed. There is no funding associated with the Resolution. Upon a roll call vote of 19-0, the motion passed.
2. The Commissioners have asked the delegation to vote on the reallocation of certain capital to purchase **computer printers**. Chairman Avery noted that there was money allocated in the capital budget to purchase Medicare software. The software was provided at no cost to the county and the nursing home wants the delegation to allow them to purchase computer printers that had been scheduled for purchase in future years. Representative Meader moved to approve the recommendation of the Commissioners to allow the reallocation of capital appropriations of \$3,000.00 previously earmarked for Medicare software to be used for the purchase of additional computer printers. The motion was seconded by Representative McGuirk. There was much discussion about the future cost of printers and the existing capital plan for purchasing the same printers. It was noted that the printers sought were initially scheduled for purchase over the next two years. Representative Hunt stated that he would abstain from voting as he was a computer equipment vendor to the county. Upon a roll call vote, the motion failed 6-12.
3. Chairman Avery recognized the Chair of the Delegation Executive Committee who presented the recommendation to the delegation that the **elected officials' salaries** be increased by 5%. There was a great deal of mixed debate over the amount of the increase and the length of time that has passed since the last increase. A motion was made by Representative McGuirk, seconded by Representative Lynch, to adopt the recommendation of the Executive Committee and increase the elected officials salaries by 5%. The process of deciding on these raises and the background information available was the subject of much debate. After some of this debate, Representative Doucette made a motion to amend the motion to increase by 10%, the salary of the County Attorney, Sheriff and Register of Deeds, leaving the others at 5%. Additional debate led to the

resolution of Representative Pratt that no further raises be given until a study is done to determine the level of work done be these positions and regional comparisons to make certain that our county pay for elected officials makes sense. Chairman Avery vowed to appoint such a committee. A voice vote on the motion to study in detail the wages of the elected officials passed unanimously. There was a roll call vote on the amended motion of Rep. Doucette for 10% increase to the County Attorney, Sheriff and Register of Deeds with 5% for the remainder of the elected officials. The Doucette amended motion failed 8-11. A roll call vote on the original motion of Rep. McGuirk for a 5% increase for all elected officials passed 19-0.

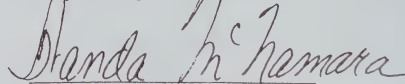
4. Chairman Avery recognized Commissioner Martin who explained about the 20 year lease the county has had with the city for the lot next to the courthouse. The lease is about to expire and both the county and the city need additional time to assess their options. Commissioner Martin said that the county had initiated a feasibility study regarding a parking garage on this site. After a brief discussion, Rep. Russell made a motion to approve the **Winter Street parking lot lease** extension with the City of Keene for an additional six months, consistent with the draft of the lease attached to these minutes. The motion was seconded by Rep. Robertson and the motion passed unanimously by voice vote.

5. The property owned by the county in Westmoreland was the subject of new debate. A portion of this property has been rented for many years to the farm manager as part of his pay. This upstairs portion of the house is now vacant and the Commissioners have located a new tenant. However, RSA 28:8 requires that the Commissioners, the Executive Committee and the Delegation approve such leases. There was some discussion regarding whether the property should be sold and Commissioner Martin reminded the delegation that this subject had come up previously and the delegation was inclined to retain the property. A motion was made by Rep. Doucette, seconded by Rep. Lynch, to approve the **Blood Farm lease** between the county and any new tenant approved by the County Commissioners and the Executive Committee of the Delegation. The motion passed by majority of voice vote, with three voice votes in opposition.

6. There was discussion regarding the removal of the **underground oil storage tank** at the courthouse. Original cost estimates have increased and more money is needed. Commissioner Martin stated that is there was any government money to offset that expense, he would make sure it is applied for. A motion was made by Rep. Robertson to approve an increase of capital expenditures of \$3,000 added to the \$7,000 for removal of the underground oil storage tank at the court house. The additional \$3,000 shall be transferred from the existing capital budget with no additional appropriation.

At 8:30 P.M., a motion from the floor was made to adjourn. The motion was seconded. Voted unanimously to adjourn.

Respectfully Submitted,



Wanda McNamara, Clerk
Cheshire County Delegation

MINUTES
Cheshire County Executive Committee Meeting
Tuesday, August 4, 1998 - Administration Bldg.
Six Month Budget Review

PRESENT: Commissioners Daschbach and Martin, County Administrator Wozmak, Maplewood Nursing Home Administrator Beeler, Finance Director Knowlton, Sheryl Trombly, Finance Department, Representatives Avery, Doucette, McGuirk, McNamara, Irene Pratt, Robertson, Russell and Smith and secretary Pardus.

Chairman McGuirk convened the meeting 7:10 p.m., with the above representatives present.

Revenue - State of NH - page 1, Diversion Program - Rep. Irene Pratt asked if there was a problem with the Diversion Program money. Commissioner Martin affirmed our approval for the fourth year grant, which ends July 1999.

Page 4 - 3404.20 Maplewood Medicare A - Revenue - Rep. Irene Pratt questioned this line. Commissioner Martin explained that when the percentage showed minus (-), we are doing well. Nursing Home Administrator Beeler also mentioned that an outside person was hired to come in and review the Medicaid and Medicare accounts for 1996/1997; she identified additional revenue which Maplewood received from Medicaid and Medicare for these years.

Page 4 - 3404.21 - Atypical Unit - Rep. McGuirk questioned this line and Commissioner Martin mentioned that the unit started up late and revenue is budgeted on a twelve-month basis, so hopefully the revenue will balance out toward the end of the year.

Page 7 - 3502.00 - Interest on Investments - Rep. McGuirk mentioned that the Treasurer was doing a good job. Commissioner Martin explained that we have just finished borrowing money at a very good rate, our earnings for interest should show a profit.

Page 8 - Bottom Line - Grand Total Revenue - Rep. Smith questioned the last figure in this line and wanted to know if this was high/low. Commissioner Martin explained that we were just about right for the six-month period (50%), taxes to be raised for the towns were not included in this figure.

Page 14 - 4130.37 - Commissioners' Dues & Sub. - Rep. McGuirk questioned this line as being over the budgeted amount by \$2,300.00. Commissioners Martin and Daschbach explained that this was an assessment of \$2,00.00 by the NH Assoc. of Counties, as a result of litigation the private nursing homes brought against the State of NH.

Page 25 - 4194.17,119 Facilities STD MNH -& 4194.18,19 - Facilities STD CH - Rep. Avery questioned these two lines as not having any budgeted amounts for several years and why are they still included in the budget? Director of Finance Marie Knowlton, mentioned that the computers hold on to account names because the computer still has past history and will not let the Finance Department delete these two lines for four or five years, she suggested putting in the words Not Used or just deleting them when the time comes

Page 28 - 4194,Page 81,15 - Facilities Bldg. Repair Farm - Rep. Avery questioned this item. Finance Director Knowlton answered that this item has been revised and has been reduced to \$493 29, because some

items were incorrectly posted.

Page 41 - 4411.07 - MNH /ADM P/R Overtime - Rep. McGuirk questioned this item as being high. Nursing Home Administrator Beeler explained some of the cost was due to vacations and etc.; he would get more information to the committee on his item.

Page 41 - 4411.29.00 - MNH Adm. Outside Services - Rep. Avery questioned this over budgeted item. Nursing Home Administrator Beeler explained this budget covered only three items; he had budgeted for the outside person to review Medicare reimbursements but the cost was higher than expected but was more than offset by the money Maplewood recovered.

Page 41 - P/R Overtime - Rep. McGuirk questioned this item. Commissioner Martin said the staff lines above this line were doing very well, but when staff did not show up, Maplewood has to go to the Registry to get people to take their place and this is put into the overtime line in order to track this item, but the actual over budgeted amount is not as high as it looks for this line.

Page 64 - Day Care - Rep. Avery asked to be updated on the status of Day Care. Commissioner Martin and County Administrator Wozmak explained that the Commissioners were in the process of instituting a new contract with a new Day Care provided and there were also eighteen (18) people interested in placing their children in the Day Care who are not county employees. Rep. Irene Pratt asked about the liability to the county for the Day Care; County Administrator Wozmak addressed this question.

Page 70 - Total Fund Expenditures - Rep. Smith mentioned this line showed 54% remaining, which is 4.4% ahead of budget.

Commissioner Martin explained the items on the handout given the Executive Committee on the Analysis of Cafeteria Benefit Plan, noting we have a surplus of \$86,639.64 in our Health Insurance Lines throughout the budget. Dental Insurance shows a deficit of \$23,660.44 over budget, Flex Lines show a surplus of \$3,948.22 and Voluntary Life Insurance shows a deficit of \$3,487.08.

Much discussion followed on the Flex Lines. Rep. Robertson expressed concern over how the Flex Lines surplus was being distributed.

Rep. Avery moved that Executive Committee of the Cheshire County Delegation accept the six months budget report, Rep. Smith seconded the motion, voted unanimously.

The Executive Committee voted on the following two motions:

Rep. Irene Pratt " moved that the Cheshire County Delegation Executive Committee amend the 1998 budget by the addition of \$389,392.00 in revenue known as the "Michigan Plan" or "Medicaid Enhancement Fund" or "The Proportionate Share Payment" or 'PSP' or "Proshare" as follows:

- (1) \$ 79,648.00 for the reduction of taxes to the city and towns, and
- (2) \$309,744.00 to be placed into Capital Reserves as designated by the Cheshire County Commissioners".

Rep. Avery questioned why the amount going back to the towns to reduce the taxes was not higher.

Commissioner Martin responded their decision was based on replenishing our Capital Reserve Accounts for the capital improvements we have had in 1998 and also at the same, keeping our taxes to be raised at a level that the towns and cities have anticipated for the past three or four years.

Representative Robertson seconded the motion, voted unanimously.

Rep. Smith "moved that the Cheshire County Delegation Executive Committee amend the 1998 budget by the addition of \$8,876.00 in revenue pursuant to the settlement of the New Hampshire Health Care Association v. Terry Morton, State of New Hampshire, et. Al and intervenors, The New Hampshire Association of Counties as follows:

\$8,876.00 to be put into Capital Reserve Legal Fees established in 1997".

Representative Robertson seconded the motion, voted unanimously.

Commissioner Martin advised the Executive Committee of the settlement of McManus v. Cheshire County.

Rep. Avery discussed the Cheshire County Delegation's motion to spend \$12,000 to study Fire Mutual Aid, bids being sent out.

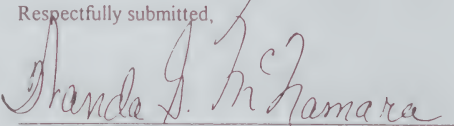
County Administrator Wozmak spoke to the two proposals that were received. One bid was from a vendor and the second bid was over budget, the company that was over budget is sending in a new bid. Rep. Avery and Administrator Wozmak were meeting Monday, August 10, 1998 with a retired electrical engineer who might be of help.

After much discussion, Rep. Avery decided to have a meeting of the Fire Mutual Committee and discuss future plans.

Commissioner Daschbach informed the Executive Committee that Treasurer Conway recommended the appointment of Mr. George McDonnell, as Deputy Treasurer. The Commissioners accepted Treasurer Conway's recommendation and he has been sworn in.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Wanda J. McNamara". The signature is written in dark ink and is positioned above a horizontal line.

Wanda McNamara, Clerk

MINUTES
CHESHIRE COUNTY DELEGATION
Monday, September 21, 1998
Cheshire County Courthouse - Keene, NH

PRESENT: Commissioners Daschbach, Martin and White, County Administrator Wozmak, Nursing Home Administrator Beeler, Representatives Avery, Bonneau, Burnham, Champagne, Doucette, Lynch, Lynott, Manning, McGuirk, McNamara, Meader, Metzger, Irene Pratt, John Pratt, Richardson, Robertson, Russell, Steere and secretary Pardus.

Representative Avery convened the meeting at 7:00 p.m.

Representative McGuirk made the following Motion:

1. "Move that the Cheshire County Delegation amend the 1998 budget by the addition of \$389,392.00 in revenue known as the "Michigan Plan" or "Medicaid Enhancement Fund" or "The Proportionate Share Payment" or "PSP" or "Proshare" as follows:
 - (1) \$79,648.00 for the reduction of taxes to the city and towns, and
 - (2) \$309,744.00 to be placed into Capital Reserves as Designated by the Cheshire County Commissioners"

The Motion was seconded by Representative Champagne, voted unanimously.

Representative Manning made the following Motion:

"Move that the Cheshire County Delegation amend the 1998 budget by the addition of \$8,876.00 in revenue pursuant to the settlement of the New Hampshire Health Care Association v. Terry Morton, State of New Hampshire, et. Al and intervenors, The New Hampshire Association of Counties as follows:

- (1) \$8,876.00 to be put into Capital Reserve Legal Fees established in 1997".

The Motion was seconded by Representative Steere, voted unanimously.

Representative Lynott made the following Motion:

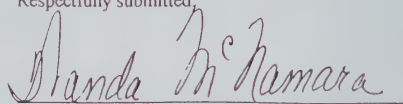
3. "Move that, pending the Governor's signing of SB409, the Cheshire County Delegation, in the best interest of the county, ratify SB409 as passed by the General Court".

The Motion was seconded by Representative Bonneau.

After much discussion, the motion passed, twelve (12) affirmative , five (5) negative

There being no further business, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,



Wanda McNamara, Clerk
Cheshire County Delegation

MINUTES
Cheshire County Delegation
Organizational Meeting
Wednesday, December 9, 1998
Cheshire County Courthouse - Keene, NH

PRESENT: Representatives Avery, Burnham, Doucette, Lerandeau, Lynch, Lynott, Manning, McGuirk, Meader, Mitchell, Irene Pratt, John Pratt, Riley, Roberts, Robertson, Rose, Royce, Russell, Smith and Zerba, Commissioners Daschbach, Martin and White, County Administrator Wozmak and secretary Pardus.

Chairperson Avery called the meeting to order at 7:00 p.m.. Rep. Avery thanked the Delegation for all the help he received as chairperson. Chairperson Avery then recognized Rep. Daniel Burnham for the election of new officers for 1999/2000.

Representative Daniel Burnham made a motion to nominate the following Representatives: John Pratt, Chairperson Delegation, John Hunt, Vice Chairperson Delegation, Margaret Lynch, Clerk, Stephen Avery, Chairperson Executive Committee, Margaret Lynott, Vice Chairperson Executive Committee, Margaret Lynch, Clerk of Executive Committee; Executive Committee Members, Richard Doucette, John Hunt, David Meader, McKim Mitchell, William Roberts, Ronald Russell, Irene Pratt and John Pratt. With no other nominations from the floor, Representative Edwin Smith seconded the motion. Rep. Burnham then asked the clerk to cast one ballot, the slate of officers were elected unanimously.

Representative Avery then yielded the chair over to new Delegation Chairperson John Pratt. Chairperson Pratt received a motion from Representative Edwin Smith, seconded by Representative William Riley, for appreciation of all the hard work done during the past two years by Delegation Chairperson Avery and Executive Chairperson McGuirk and Members of the Executive Committee, voted unanimously.

Delegation Chairperson John Pratt made the following Committee appointments:

Mutual Aid Study Committee: reporting in February
Representatives Avery, Smith, and Burnham

Facilities Committee: left open to any rep who would like to attend on Tues. 8:00 a.m. at MNH

Farm Study Committee: preliminary report before Monday, January 25, 1999 at Maplewood
Representative McKim Mitchell, Chairperson, Reps Burnham and Smith

Personnel Committee:
Delegation Vice Chairperson, John Hunt and Delegation Clerk, Margaret Lynch

House of Corrections Committee:

Chairperson, Representative Timothy Robertson, Representatives Richard Doucette, William Riley, Irene Pratt, Barbara Richardson, Margaret Lynch and Stephen Avery

Delegation's Representative to the Mutual Aid Board:

Representative William Rose

Chairperson John Pratt asked if there was any other business to come before the Delegation.

Commissioner Martin advised members of the Delegation that two organizations have contacted him to the possibility of having state representatives being on their board, (1) being the UNH Cooperation Extension and (2) Monadnock Senior Advocates. Commissioner Martin will pass along any name/names of individuals who are interested to the appropriate people.

Chairperson John Pratt referred to the three articles in the Keene Sentinel about the cutbacks to landlords HUD will be making toward senior housing payments. Rep. Pratt mentioned that he has already received inquiries from some of the concerned senior residents, and mentioned that this impacts many residents of Cheshire County.

With no further business, Chairperson John Pratt adjourned the meeting at 7:30 p.m.

Respectfully submitted,


Margaret Lynch, Clerk
Cheshire County Delegation

PUBLIC HEARING
Cheshire County Delegation Meeting
Wednesday, December 9, 1998
Cheshire County Courthouse - Keene, NH

PRESENT: Reps. Avery, Burnham, Doucette, Lerandeau, Lynch, Lynott, Manning, McGuirk, Meader, Mitchell, Irene Pratt, John Pratt, Riley, Roberts, Robertson, Rose, Royce, Russell, Smith and Zerba, Commissioners Daschbach, Martin and White, County Administrator Wozmak and secretary Pardus.

Chairperson Pratt called the Cheshire County Delegation meeting to order at 7:30 p.m., on December 15, 1998 for the purpose of a Public Hearing on the County Commissioner's Proposed Budget for 1999. Chairperson John Pratt then turned the meeting over to Commissioner Richard Daschbach.

Commissioner Daschbach gave a glowing account of out going Commissioner Jean White's awards and accomplishments and noted that she has served twenty-five years to the people of the State of New Hampshire and Cheshire County.

Representative Irene Pratt also made reference to the new Superior courthouse being located in Jaffrey, and she believes this was based on the very clear and convincing testimony Commissioner Jean White presented when the matter was being considered in Concord. Commissioner White said she was glad she was serving as a Commissioner at the time, and she was also pleased to have worked on SB409.

Commissioner Daschbach then mentioned that the Delegation had received the Commissioners' Proposed Budget for 1999, noting that the bottom line total of the Budget is \$20.4 million, an increase of \$800,000.00 from 1998; the taxes to be raised from the city of Keene and the town are 8.2 million dollars, which is \$232,640.00 more than in 1998, and increase of 2.91%. The principal increases in the Budget are a result of the Assisted Living apartments, which will open at the Maplewood Nursing Home in the Spring of 1999, high acuity level of the residents at the Maplewood Nursing Home and the House of Corrections is experiencing a rise in census primarily due to its capacity as a holding facility for those awaiting trial. In addition, 1999 Medicare and Medicaid regulations impose some substantial increases in the justification that needs to be submitted to the Federal government to be able to receive Medicare/Medicaid reimbursements. These are the areas that generate the principle increases in costs.

Rep. Rose questioned the increases in taxes, Commissioner Daschbach responded that it is 2.91%. Rep. Rose then mentioned that he could not find anything in the Budget about an increase in wages. Commissioner Daschbach responded that the Budget contains a 1.75% cost of living adjustment, which is reflected in the each payroll Line in each cost center of the Budget. Rep. Rose would like to see the wage increase noted in a letter sent to the Representatives along with the copy of the Commissioners' Proposed Budget.

Representative Avery questioned the increase in the House of Corrections Budget, Line 4230, especially related to Federal prisoners. Commissioner Daschbach pointed some of the items that comprise the increase: (1) nurse that serves the HOC has been moved to the HOC Budget instead of the MNH Budget, (2) the additional FTE Correctional officer has been added to the Budget, (3) meal budget has increased because of the increase in census, and (4) there is a \$30,000 item in the Budget for a Feasibility Study for an expansion of the HOC. Commissioner Daschbach added that the census increase was not so much related to the Federal prisoners as much as it is to the rise in week-end population because of the sentencing from Keene Courthouse. Rep. Avery asked if we would still need the extra guard if we did not have the Federal prisoners? Commissioner Martin responded in the affirmative, and mentioned that if we did not have the Federal prisoners, we would not have \$175,000 revenue, which more than offsets the cost of housing the prisoners. Commissioner Daschbach referred to last year's budget and the numbers of correctional offices that are on the second/third shifts, you are talking about one person less. Rep. Timothy Robertson, chairman of the HOC committee, pointed out that if there is a disturbance in the HOC, there would only be one roving correctional officer to handle the situation. Rep. Avery also questioned the HOC meals increase. Commissioner Martin pointed to the Revenue side of the Budget sheet and pointed out that they have only increased a slight amount over last year's budgeted amount, plus the HOC prisoners require a substantial amount more of food for the work they are performing, compared to the residents of MNH. Rep. Doucette questioned if the meals for HOC prisoners were the same as residents of MNH? Commissioner Daschbach deferred to MNH Administrator Beeler to answer. MNH Administrator Beeler said for the most part yes, but sometimes the menu for the HOC is not the same due to the different menu needs for the geriatric patients at Maplewood Nursing Home.

Rep. Royce raised three (3) questions. (1) On page 9 - County Attorney is hiring a new assistant county attorney, does the work load warrant the hiring? Commissioner Daschbach responded that there is an additional assistant county attorney in the 1999 budget, and in the Commissioners' judgment, it was justified. Commissioner Martin mentioned that the County Attorney is looking to providing some prosecutor experience for the district courts, and also to relieve police from some of the arraignment procedures and trials in district court. (2) On page 85 - Pharmacy MNH purchase of drugs from \$275,000 to \$350,000. Commissioner Daschbach responded that the increase was due to several reasons: (1) It is anticipated that the residents in the Assisted Living units will purchase drugs from the pharmacy at MHN, (2) the higher acuity level of the residents of Maplewood Nursing Home, pharmaceuticals is vastly the methodology for treating those patients and the cost of drugs is increasing (3) Page 105 - Millennium Minutes \$10,000 - Commissioner Martin responded to the question that this money was to be used for buying time on T.V. to recognize city of Keene, city of Keene donated \$15,000 plus numerous private organizations.

Page 105- Outside Agencies - Rep. John Pratt also mentioned that there were four (4) new appropriations on this page that were not in the 1998 Budget. Commissioner Martin addressed the question and explained reasons for the appropriations for Juvenile Conference Committee, CHINS Diversion and Cheshire County Youth. Commissioner Martin commented that these appropriations were similar to the Incentive Funds and that they were only one (1) year appropriations and that they would have to be applied for every year.

December 9, 1998

Mr. Smith asked if the Commissioners' philosophy was changing from what it was in 1992 and how many more organizations would they budget for in the future? Commissioner Martin said their philosophy has not changed and mentioned that these allocations were made in hopes of decreasing the budget in the future since the allocations were made to organizations as a preventive measure i.e., helping to reduce outside residential placement for youths, attorney fees and. The question was then asked if maybe in the future could these appropriations appear in the Human Service Budget? Commissioner Martin stated that this might be a possibility.

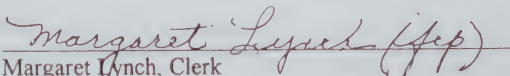
Representative John Pratt also mentioned that the Cheshire County Youth Profile and Juvenile Conference Committee were not Outside Agencies and maybe these could be incorporated into the Human Services Budget.

Rep. Doucette noted that Cheshire County has to pay 25% for the care of juveniles placed in the care of YDC. Commissioner White mentioned that there was a bill in the next legislature to cap the amount paid, this being due to the facility may only be half full but there is always a full staff on duty, which makes the payment higher than necessary.

Representative Avery extended appreciation to Treasurer Roger Conway for his twelve years of service to the county, the Delegation gave out going Treasurer Conway a standing ovation.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,


Margaret Lynch, Clerk
Cheshire County Delegation

MINUTES
Cheshire County Executive Committee
Wednesday, December 9, 1998
Cheshire County Courthouse - Keene, NH

PRESENT: Representatives Avery, Doucette, Lynch, Lynott, Meader, Mitchell, Irene Pratt, John Pratt and Roberts, Commissioners Daschbach, Martin and White, County Administrator Wozmak, Treasurer Conway and secretary Pardus.

At 8:15 p.m., Chairperson Stephen Avery convened the Executive Committee.

Chairperson Avery asked the Executive Committee if there were any questions of the Commissioners on the review of the "3rd Quarter" Budget reports. The Executive Committee had no questions for the Commissioners other than if there would be a surplus. Commissioner White said that a \$500,000 - \$750,000 surplus was anticipated.

County Treasurer, Roger Conway, appeared before the committee upon the request of the Cheshire County Commissioners to seek approval to borrow in anticipation of taxes for the budget year January 1, 1999 to December 31, 1999.

A motion was made by Representative Margaret Lynott, upon the request Cheshire County Board of Commissioners, to authorize Roger Conway, Treasurer of Cheshire County, to come before the Executive Committee of the Cheshire County Delegation, to seek authorization to borrow, in anticipation of taxes, an amount of money not to exceed \$7.5 million, for the 1999 Budget year, January 1, 1999 to December 31, 1999. Representative David Meader seconded the motion, with representatives Doucette, Lynott, Meader, Mitchell, Irene Pratt, John Pratt, and Roberts all voting in favor.

Chairperson Avery indicated a schedule for the Executive Committee meetings to review the Commissioners' Proposed Budget for the months of January/February. Chairman Avery will be sending out a copy of the schedule to the Executive Committee.

Chairperson Avery gave the Executive Committee a handout for a request for a minor capital budget change.

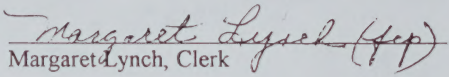
A motion was made by Representative McKim Mitchell that the Executive Committee approve the reallocation of capital funds for a security camera at Maplewood Nursing Home from the location of the cafeteria exit to the loading dock hallway. Representative Richard Doucette seconded the motion, voted unanimously.

Rep. Avery commented that during the last Budget process Rep. Irene Pratt asked for a study of other counties employee' wages. Rep. Avery noted that a copy of this study was on the handout table. Several members of the Delegation had expressed concern that some of the county's salaries were not competitive with other counties and etc., so this document is being supplied to

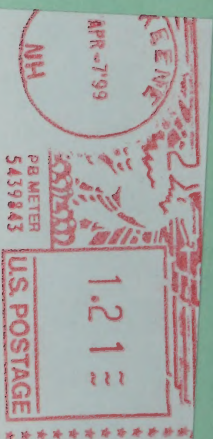
the Executive Committee for study and recommendations can be made for departments when we are going over the salary Lines.

With no further business to come before the committee, Representative Avery adjourned the meeting at 8:30 p.m.

Respectfully submitted,


Margaret Lynch, Clerk

Cheshire County Commissioners
33 West Street
Keene, NH 03431



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